MINUTES OF THE BOARDS
GOVERNING THE PUBLIC
LIBRARY OF FORT WAYNE
AND ALLEN COUNTY

BOARD OF TRUSTEES

ALLEN COUNTY PUBLIC LIBRARY

1988

Mary M. Koehlinger, President
4815 Chaucer Road
Fort Wayne, IN 46835
485-9321

Charles E. Coleman, Secretary
2913 Winslow Place
Fort Wayne, IN 46815
486-0052

Patricia E. Riley
9228 Sea Wind Place
Fort Wayne, IN 46804
432-6230

Alan McMahan
4805 North Washington Road
Fort Wayne, IN 46804
432-4669

Rae Gates
6831 Blue Mist Road
Fort Wayne, IN 46819
747-9511

C. Philip Andorfer
1815 Benham Drive
Fort Wayne, IN 46815
483-8179

Jack M. Carmean
3025 Inwood Drive
Fort Wayne, IN 46815
432-3232

Earl A. Reitenour, Treasurer
3426 Maxim Drive
Fort Wayne, IN 46815
484-1421
Financial Manager of the Allen County Public Library

AGENDA

Board of Library Trustees
ALLEN COUNTY PUBLIC LIBRARY
January 28, 1988
3:00 p.m. - Room 4, Main Library
900 Webster Street

1. Roll call.

2. Adoption of the agenda.

3. Approval of the minutes of the December 30, 1987 regular meeting.

4. Election of Officers for 1988.

5. Resolution No. 1988-1, "Recognizing LuAnn Beaman for Her Contributions as a Member and President of the Board of Library Trustees of the Allen County Public Library."

6. Financial report for December, 1987.

7. Payment of bills.

8. Resolution No. 1988-2, "To Transfer Appropriations Within the General Fund."

9. Resolution No. 1988-3, "Corporation Resolution" designating Lincoln National Bank a depository for library funds.

10. Report of director.

11. Committee Reports.

12. Personnel.

13. Approval of Woodburn Branch lease.

14. Resolution No. 1988-4, "To Advertise for the Submission or Statements of Qualifications by Architects and/or Engineers."

15. Review 1988 regular board meeting locations and dates.

16. Other business.

17. Adjournment.

AGENDA

Board of Library Trustees
ALLEN COUNTY PUBLIC LIBRARY
January 23, 1980
3:00 p.m. - Room 1, Main Library
900 Webster Street

1. Roll call.

2. Adoption of the agenda.

3. Approval of the minutes of the December 20, 1979 regular meeting.

4. Election of officers for 1980.

5. Resolution No. 1980-1, "Nominating Lauren Beaman for Contributions as a Member and President of the Board of Library Trustees of the Allen County Public Library."

6. Financial report for December, 1979.

7. Payment of bills.

8. Resolution No. 1980-2, "To Transfer Appropriations Within the General Fund."

9. Resolution No. 1980-3, "Corporation Resolution" designating Lincoln National Bank a depository for Library funds.

10. Report of director.

11. Committee reports.

12. Personnel.

13. Approval of Woodburn Branch lease.

14. Resolution No. 1980-4, "To Advertise for the Tabulation of Statements of Qualifications by Architects and/or Engineers."

15. Review 1980 regular board meeting locations and dates.

16. Other business.

17. Adjournment.

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

Meeting of January 28, 1988, in Regular Session

The Board of Library Trustees of the Allen County Public Library met in regular session on Thursday, January 28, 1988, at 3:00 p.m. in Room 4 of the main library. Those present were Mrs. Koehlinger, presiding, Mr. Andorfer, Mr. Coleman, Mrs. Gates, Mrs. Riley, and Mr. Carmean. Mr. McMahan was absent.

Mrs. Koehlinger welcomed Jack M. Carmean as the newest member of the board. Mr. Carmean was appointed by the Allen County Council to complete the term of Mrs. Beaman.

On motion of Mrs. Riley the agenda was adopted as distributed.

On motion of Mr. Andorfer the minutes of the December 30, 1987, regular meeting were approved as written.

Mrs. Riley presented the report of the nominating committee for officers of the board for 1988. The nominees were as follows: President, Mary Koehlinger, Vice President, Patricia E. Riley, Secretary, Charles E. Coleman. Mr. Andorfer moved that nominations be closed and that the Secretary be directed to cast a unanimous ballot for the slate of officers nominated. Motion carried.

Mrs. Koehlinger read a letter from Mrs. Beaman in which she praised the achievements of the Allen County Public Library and expressed her best wishes to the board and staff for continued success.

Mrs. Gates moved the adoption of Resolution No. 1988-1, "Recognizing Lu Ann Beaman for her Contributions as a Member and President of the Board of Library Trustees of the Allen County Public Library." The motion carried and the resolution so adopted is appended to and made a part of these minutes.

Mrs. Miller presented the financial report for December, 1987, which is appended to and made a part of these minutes.

Mr. Krull certified that the following bills were true and correct and supported by appropriate documentation to the best of his knowledge and belief. Then on motion of Mr. Andorfer the bills were approved for payment.

Manual checks and wires: January	$393,754.72
Gross Payrolls:	
January 08	131,794.00
January 22	132,317.45

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

Meeting of January 26, 1990, in Regular Session

The Board of Library Trustees of the Allen County Public Library met in regular session on Tuesday, January 26, 1990, at 12:00 p.m. in Room 4 of the main library. Those present were Mrs. Koehlinger, presiding; Mr. Ambrier, Mr. Coleman, Mrs. Gates, Mrs. Riley, and Mr. Carmean. Mr. Modlar was absent.

Mrs. Koehlinger welcomed Jack K. Carmean as the newest member of the board. Mr. Carmean was appointed by the Allen County Commissioners to complete the term of Mrs. Gammon.

On motion of Mrs. Riley the minutes were adopted as dispensed.

On motion of Mr. Ambrier the minutes of the December 26, 1989, regular meeting were approved as written.

Mrs. Riley presented the report of the nominating committee for officers of the board for 1990. The committee were as follows: President, Mary Koehlinger, Vice President, Patricia K. Riley, Secretary, Charles E. Coleman. Mr. Ambrier moved that nominations be closed and that the Secretary be directed to cast a unanimous ballot for the slate of officers nominated. Motion carried.

Mrs. Koehlinger read a letter from Mrs. Gammon in which she praised the achievements of the Allen County Public Library and expressed her best wishes to the board and staff for continued success.

Mrs. Gates moved the adoption of Resolution No. 1990-1, "Recognizing Ann Gammon for her Contributions as a Member and President of the Board of Library Trustees of the Allen County Public Library." The motion carried and the resolution as adopted is appended to and made a part of these minutes.

Mrs. Miller presented the financial report for December, 1989, which is appended to and made a part of these minutes.

Mr. Ambrier certified that the following bills were true and correct and supported by appropriate documentation to the best of his knowledge and belief. Then on motion of Mr. Ambrier the bills were approved for payment.

Normal checks and wires: January $361,754.72

Gross Payroll:
January 5th 131,194.00
January 22 132,317.45

Accounts Payable Check Batches:		
January 08		122,487.54
January 15		124,451.98
January 22		84,838.60
Check Runs Subtotal:	$331,778.12	
Grand Total		$989,644.29

Mr. Andorfer moved the adoption of Resolution No. 1988-2, "To Transfer Appropriations Within the General Fund." The motion carried and the resolution so adopted is appended to and made a part of these minutes.

Mrs. Gates moved the adoption of Resolution No. 1988-3, "Corporation Resolution" designating Lincoln National Bank a depository for library funds. The motion carried and the resolution so adopted is appended to and made a part of these minutes.

Mr. Krull presented the report of the Director, assisted by members of the staff.

Mr. Fortriede reported on library service statistics for the year 1987, summarized as follows: total circulation - 2,916,127, up 4.3%; total reference - 309,503, up 1.8%; total programming - 114,715, up 36.2%; total patron service units - 4,650,922, up 3.9%. All percentages indicate comparison with the year 1986. Mr. Fortriede also distributed and explained the new service report format and invited the board to study the report and ask questions at future meetings.

Luana Stanley gave a progress report on the library automation project. Staff training will be provided by CLSI during the week of February 8-12 on patron data entry and certain circulation and technical service functions. Bibliographic conversion is continuing but has not yet been completed.

Mr. Krull presented a diagram showing a new configuration for the circulation desk area in the lobby of the main library, which will be necessitated by the children's room renovation. Bids for children's room equipment, shelving and furnishings are due February 1st, and for the general construction contract, February 16th.

On motion of Mr. Coleman the following personnel appointments were approved.

Carol Nahrwold	Librarian II, Business & Technology	#307	$19,800.04
Rebecca Schipper	Comm. Rel. Clerk, Comm. Relations	#263	11,700.00
Juanita Guzman	Assistant, Acquisitions	#557	11,700.00
Tadesse Yimmer	Lead Sec. Officer, Security Services	#524	11,700.00
Bessie Makris	Librarian II, Readers' Services	#368	19,800.04
Alice Barva	Overdues Collector, Circulation Services	#445	13,500.24
Jackie Beerbower	Page, Genealogy	#347	10,800.14

Mrs. Gates moved that the lease for the Woodburn Branch library be renewed for the year 1988 under the same terms as contained in the present lease, including the lease amount of $230.00 per month. The motion carried.

Mrs. Gates moved the adoption of Resolution No. 1988-4, "To Advertise for the Submission of Statements of Qualifications by Architects and/or Engineers." The motion carried and the resolution so adopted is appended to and made a part of these minutes.

The board agreed to follow the regular meeting schedule as stipulated in the bylaws of the board; namely, that regular meetings should be held on the fourth Thursday of each month at 3:00 p.m. at the main library. Any changes in times or locations of regular meetings will be made and announced during the course of the year.

Mrs. Gates reminded board members of a trustee workshop sponsored by the Indiana Library Trustee Association to be held at the Indiana State Library on April 23rd from 10:00 a.m. to 4:00 p.m.

There being no further business the meeting adjourned at 3:50 p.m.

Mary Koehlinger

Mary Koehlinger, President

Charles E. Coleman

Charles E. Coleman, Secretary

ALLEN COUNTY PUBLIC LIBRARY
INTERNAL BUDGETARY STATEMENT--GENERAL FUND
FOR THE YEAR-TO-DATE ENDED DECEMBER 31, 1997

GL#	CATEGORY	APPROPRIATED 1997 BUDGET	YEAR-TO-DATE BUDGET	CASH BASIS MONTH-TO-DATE ACTUAL	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	GAAP BASIS ADJUSTMENTS TO GAAP BASIS	GAAP BASIS YEAR-TO-DATE ACTUAL	GAAP BASIS PERCENT REMAINING	ENCUMBRANCE BASIS ADJUSTMENTS TO ENCUMBERED BASIS	ENCUMBRANCE BASIS YEAR-TO-DATE ENCUMBERED	ENCUMBRANCE BASIS ENCUMBERED BALANCE	ENCUMBRANCE BASIS PERCENT REMAINING
	REVENUES:												
5101	AUTO EXCISE TAX	536,100	536,100	395,885.69	844,483.01	-57.51%		844,483.01	-57.51%				
5102	REAL PROPERTY TAX LEVY	5,564,676	5,564,676	687,897.09	5,625,293.51	-1.09%		5,625,293.51	-1.09%				
5103	INTANGIBLES TAX	80,033	80,033	51,184.00	104,173.25	-30.16%		104,173.25	-30.16%				
	TOTAL LOCAL TAX REVENUES	6,180,839	6,180,839	1,134,366.78	6,573,949.77	-6.36%	0.00	6,573,949.77	-6.36%				
5201	PHOTOCOPYING FEES	120,000	120,000	7,232.68	109,638.71	8.63%		109,638.71	8.63%				
5202	EXTENDED USE FEES	120,000	120,000	8,975.25	105,668.67	11.97%	(49.00)	105,638.67	11.97%				
	TOTAL USER FEES	240,000	240,000	16,207.93	215,327.38	10.28%	(49.00)	215,278.23	10.30%				
5301	FEDERAL OPERATING GRANTS	0	0	464.43	22,350.92			22,350.92					
5302	STATE OPERATING GRANTS	14,200	14,200	2,747.00	114,866.43	-708.92%		114,866.43	-708.92%				
5303	CITY OPERATING GRANTS	20,000	20,000	332.46	45,384.08	-126.92%		45,384.08	-126.92%				
	TOTAL GRANTS	34,200	34,200	3,483.91	182,601.43	-433.92%	0.00	182,601.43	-433.92%				
5401	PARKING REVENUES-239 W WAYNE	60,000	60,000	4,500.00	54,650.00	8.92%		54,650.00	8.92%				
5402	PARKING REVENUES-900 S HARRISON	60,000	60,000	4,500.00	54,650.00	8.92%		54,650.00	8.92%				
5403	PARKING REVENUES-236 W WASHINGTON	7,000	7,000	185.95	2,324.26	66.79%		2,324.26	66.79%				
5404	OTHER PARKING REVENUES	3,000	3,000	0.00	600.00	80.00%		600.00	80.00%				
	TOTAL PARKING REVENUES	130,000	130,000	9,185.95	112,224.26	13.67%	0.00	112,224.26	13.67%				
5501	SERVICE CENTER RENT	8,000	8,000	800.00	8,800.00	-10.00%		8,800.00	-10.00%				
5502	OTHER RENTAL INCOME	1,800	1,800	210.00	1,330.00	26.11%		1,330.00	26.11%				
5601	UNRESTRICTED GIFTS & DONATIONS	5,000	5,000	3.00	2,411.52	51.77%		2,411.52	51.77%				
5650	INTEREST	35,000	35,000	5,739.61	22,587.32	35.46%		22,587.32	35.46%				
5701	ACPL PUBLICATIONS	500	500	65.00	916.77	-83.35%	(25.00)	891.77	-78.35%				
5702	RESEARCH SERVICES	5,000	5,000	542.78	6,959.39	-39.19%		6,959.39	-39.19%				
5703	LOST/DAMAGED LIBRARY MATERIALS	10,000	10,000	642.93	8,293.38	17.07%		8,293.38	17.07%				
5704	REFUNDS/DISCOUNTS EARNED	6,000	6,000	2,811.55	9,862.92	-64.38%		9,862.92	-64.38%				
5705	INSURANCE CLAIM PAYMENTS	1,500	1,500	0.00	4,383.00	-192.20%		4,383.00	-192.20%				
5706	OTHER REVENUES	17,000	17,000	7,299.01	13,281.36	21.87%		13,281.36	21.87%				
	TOTAL MISCELLANEOUS REVENUES	40,000	40,000	11,361.27	43,696.82	-9.24%	(25.00)	43,671.82	-9.18%				
	TOTAL REVENUES	6,674,839	6,674,839	1,181,278.45	7,152,928.60	-7.21%	(74.00)	7,152,854.60	-7.31%				
	EXPENDITURES:												
	CURRENT:												
1101	SALARIES TIME WORKED	2,108,958	2,108,958	151,575.86	2,187,374.11	0.03%	63,166.74	2,170,547.85	-2.96%		2,170,547.85	62,470.85)	-2.96%
1102	SALARIES OVERTIME	5,400	5,400	144.76	2,919.57	45.93%		2,919.57	45.93%		2,919.57	2,403.43	45.93%
1103	SALARIES VACATION	153,300	153,300	13,143.43	153,188.81	0.12%		153,188.81	0.12%		153,188.81	111.19	0.12%

ALLEN COUNTY PUBLIC LIBRARY
INTERNAL BUDGETARY STATEMENT--GENERAL FUND ONLY
FOR THE YEAR-TO-DATE ENDED DECEMBER 31, 1997

G/L#	CATEGORY	APPROPRIATED FEF BUDGET	YEAR-TO-DATE BUDGET	CASH BASIS MONTH-TO-DATE ACTUAL	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	GAAP BASIS ADJUSTMENTS TO GAAP BASIS	GAAP BASIS YEAR-TO-DATE ACTUAL	GAAP BASIS PERCENT REMAINING	ENCUMBRANCE BASIS ADJUSTMENTS TO ENCUMBERED BASIS	ENCUMBRANCE BASIS YEAR-TO-DATE ENCUMBERED	ENCUMBRANCE BASIS UNENCUMBERED BALANCE	ENCUMBRANCE BASIS PERCENT REMAINING
1104	SALARIED SICK PAY	59,000	59,000	6,096.32	56,357.64	4.43%		56,357.64	4.43%		56,357.64	2,642.36	4.43%
1105	SALARIED DISABILITY PAY	8,181	8,181	1,117.22	8,180.23	0.01%		8,180.23	0.01%		8,180.23	0.77	0.01%
1106	SALARIED HOLIDAY	73,100	73,100	16,637.14	64,389.30	11.92%		64,389.30	11.92%		64,389.30	8,710.70	11.92%
1107	SALARIED JURY DUTY	219	219	0.00	218.75	0.11%		218.75	0.11%		218.75	0.25	0.11%
1108	SALARIED DEATH-IN-FAMILY	3,100	3,100	592.07	2,249.62	27.43%		2,249.62	27.43%		2,249.62	850.38	27.43%
1109	SALARIED TRAVEL/MEETINGS	38,692	38,692	321.48	38,691.15	0.00%		38,691.15	0.00%		38,691.15	0.85	0.00%
1110	SALARIED PREMIUM TIME	12,962	12,962	1,399.46	12,961.77	0.00%		12,961.77	0.00%		12,961.77	0.23	0.00%
1111	SALARIED TAXABLE FRINGE BENEFITS	34	34	0.00	33.49			33.49			33.49	0.51	
1112	SALARIED RELOCATION	12,000	12,000	0.00	7,802.39	34.98%		7,802.39	34.98%		7,802.39	4,197.61	34.98%
	TOTAL SALARIES	2,474,838	2,474,838	191,187.74	2,454,886.83	0.80%	63,166.74	2,518,053.57	-1.75%	0.00	2,518,053.57	(43,415.57)	-1.75%
1201	HOURLY TIME WORKED	649,337	649,337	50,327.00	649,336.17	0.00%	51,681.88	701,018.05	-7.96%		701,018.05	(51,681.05)	-7.96%
1202	HOURLY OVERTIME	1,330	1,330	75.61	1,329.50	0.04%		1,329.50	0.04%		1,329.50	0.50	0.04%
1203	HOURLY VACATION	25,802	25,802	2,748.47	25,800.90	0.00%		25,800.90	0.00%		25,800.90	1.10	0.00%
1204	HOURLY SICK PAY	1,945	1,945	271.50	1,944.51	0.03%		1,944.51	0.03%		1,944.51	0.49	0.03%
1205	HOURLY DISABILITY PAY	957	957	0.00	956.76	0.03%		956.76	0.03%		956.76	0.24	0.03%
1206	HOURLY HOLIDAY	13,276	13,276	1,993.52	13,275.29	0.01%		13,275.29	0.01%		13,275.29	0.71	0.01%
1207	HOURLY JURY DUTY	44	44	0.00	43.92	0.18%		43.92	0.18%		43.92	0.08	0.18%
1208	HOURLY DEATH-IN-FAMILY	383	383	21.96	382.73	0.07%		382.73	0.07%		382.73	0.27	0.07%
1209	HOURLY TRAVEL/MEETINGS	1,419	1,419	69.90	1,418.15	0.06%		1,418.15	0.06%		1,418.15	0.85	0.06%
	TOTAL HOURLY WAGES	694,493	694,493	55,419.96	694,487.93	0.00%	51,681.88	746,169.81	-7.44%	0.00	746,169.81	(51,676.81)	-7.44%
1301	SUMMER EMPLOYEES- TIME WORKED	101,206	101,206	462.80	101,205.76	0.00%		101,205.76	0.00%		101,205.76	0.24	0.00%
1302	SUMMER EMPLOYEES-OVERTIME	4	4	0.00	3.34	16.50%		3.34	16.50%		3.34	0.66	16.50%
	TOTAL SUMMER WAGES	101,210	101,210	462.80	101,209.10	0.00%	0.00	101,209.10	0.00%	0.00	101,209.10	0.90	0.00%
1401	SHORT-TERM STAFF TIME WORKED	28,095	28,095	1,857.44	28,094.34	0.00%		28,094.34	0.00%		28,094.34	0.66	0.00%
1402	SHORT-TERM STAFF OVERTIME	0	0	0.00	0.00			0.00			0.00	0.00	
	TOTAL SHORT-TERM STAFF	28,095	28,095	1,857.44	28,094.34	0.00%	0.00	28,094.34	0.00%	0.00	28,094.34	0.66	0.00%
	TOTAL COMPENSATION	3,298,436	3,298,436	248,867.94	3,278,676.20	0.60%	114,848.62	3,393,526.82	-2.88%	0.00	3,393,526.82	(95,090.82)	-2.88%
1501	EMPLOYER FICA	241,510	241,510	26,388.93	241,509.47	0.00%	8,211.68	249,721.15	-3.40%		249,721.15	(8,211.15)	-3.40%
1502	UNEMPLOYMENT REIMBURSEMENT	2,500	2,500	0.00	2,139.02	14.44%		2,139.02	14.44%		2,139.02	360.98	14.44%
1503	EMPLOYER PERF	118,000	118,000	0.00	116,607.12	1.18%	33,208.80	149,815.92	-26.96%		149,815.92	(31,815.92)	-26.96%
1504	GROUP INSURANCE	165,000	165,000	11,865.97	162,218.61	1.69%	186.72	162,405.33	1.57%		162,405.33	2,594.67	1.57%
	TOTAL EMPLOYEE BENEFITS	527,010	527,010	38,254.90	522,474.22	0.86%	41,607.20	564,081.42	-7.03%	0.00	564,081.42	(37,071.42)	-7.03%
	TOTAL PERSONAL SERVICES	3,825,446	3,825,446	287,122.84	3,801,152.42	0.64%	156,455.82	3,957,608.24	-3.45%	0.00	3,957,608.24	(132,162.24)	-3.45%
2101	OFFICE SUPPLIES	37,200	37,200	898.94	36,112.53	2.92%	1,078.06	37,190.59	0.03%	145.78	37,336.37	(136.37)	-0.37%

ALLEN COUNTY PUBLIC LIBRARY

INTERNAL BUDGETARY STATEMENT--GENERAL FUND ONLY

FOR THE YEAR-TO-DATE ENDING DECEMBER 31, 1987

G/L#	CATEGORY	APPROPRIATED 1987 BUDGET	YEAR-TO-DATE BUDGET	CASH BASIS MONTH-TO-DATE ACTUAL	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	GAAP BASIS ADJUSTMENTS TO GAAP BASIS	GAAP BASIS YEAR-TO-DATE ACTUAL	GAAP BASIS PERCENT REMAINING	ENCUMBRANCE BASIS ADJUSTMENTS TO ENCUMBERED BASIS	ENCUMBRANCE BASIS YEAR-TO-DATE ENCUMBERED	ENCUMBRANCE BASIS UNENCUMBERED BALANCE	ENCUMBRANCE BASIS PERCENT REMAINING
2201	CLEANING SUPPLIES	13,500	13,500	787.06	12,777.87	5.11%	702.54	13,257.61	1.31%	180.12	13,437.73	62.27	0.34%
2202	VEHICLE FUEL	13,000	13,000	854.13	12,417.43	4.49%	59.44	12,476.87	4.02%		12,476.87	523.13	4.02%
2203	HEATING OIL	3,500	3,500	0.00	316.90	91.66%		316.90	91.66%		316.90	3,183.10	91.66%
2204	COPIER SUPPLIES	30,400	30,481	757.31	30,400.94	0.30%	1,516.87	31,917.81	-4.99%	463.50	32,381.31	(1,980.31)	-6.55%
2205	LIBRARY MATERIALS SUPPLIES	29,519	29,919	2,793.49	29,918.16	0.00%		29,918.16	0.00%		29,918.16	0.84	0.00%
2206	MATERIALS ACCESS SUPPLIES	3,000	3,000	0.00	1,600.97	46.63%		1,600.97	46.63%		1,600.97	1,399.03	46.63%
2207	CRAFT SUPPLIES	4,300	4,300	354.42	4,291.39	0.20%	31.12	4,322.50	0.17%		4,322.50	0.50	0.17%
2208	OTHER OPERATING SUPPLIES	112,074	112,274	2,872.15	112,073.17	0.00%	1,727.55	113,800.72	-1.54%	6,540.58	120,341.30	(8,067.30)	-7.73%
	TOTAL OPERATING SUPPLIES	214,994	214,994	8,374.56	208,544.03	3.00%	4,037.52	212,581.54	1.12%	7,584.20	220,165.74	(5,171.74)	-2.41%
2301	MAINTENANCE SUPPLIES	17,778	17,778	458.50	17,777.51	0.00%	147.94	17,925.45	-0.83%		17,925.45	(147.45)	-0.83%
2302	REPAIR PARTS	8,000	8,000	578.03	7,936.97	0.79%	351.95	8,288.92	-3.61%	454.34	8,743.26	(743.26)	-9.35%
	TOTAL MAINTENANCE SUPPLIES	25,778	25,778	1,036.53	25,714.48	0.25%	499.69	26,214.37	-1.69%	459.36	26,673.73	(895.73)	-3.47%
	TOTAL SUPPLIES	277,972	277,972	10,284.03	273,371.03	2.73%	5,615.47	275,986.50	0.71%	8,189.34	284,175.84	(6,203.84)	-2.23%
3101	CONSULTING	29,077	29,077	0.00	29,076.36	0.00%		29,076.36	0.00%		29,076.36	0.64	0.00%
3102	ENGINEERING & ARCHITECTURAL	200	200	0.00	200.00	0.00%	3,264.00	3,464.00	-1632.00%		3,464.00	(3,264.00)	-1632.00%
3103	LEGAL SERVICES	1,300	1,300	0.00	1,291.50	0.65%	304.00	1,595.50	-22.73%		1,595.50	(295.50)	-22.73%
3104	PROGRAM PRESENTERS	6,932	6,932	237.93	6,931.51	0.01%		6,931.51	0.01%		6,931.51	0.49	0.01%
3105	TEMPORARY HELP SERVICES	34,484	34,484	1,273.63	34,483.79	0.00%	1,218.79	35,702.58	-3.53%		35,702.58	(1,218.58)	-3.53%
3106	OTHER PROFESSIONAL SERVICES	21,409	21,409	592.72	21,408.41	0.00%	72.51	21,480.92	-0.34%		21,480.92	(71.92)	-0.34%
	TOTAL PROFESSIONAL SERVICES	93,402	93,402	2,124.38	93,391.57	0.01%	4,859.30	98,250.87	-5.19%	0.00	98,250.87	(4,848.87)	-5.19%
3201	TELEPHONE SERVICE	77,824	77,824	6,258.79	77,823.62	0.00%	1,030.72	78,854.34	-1.32%		78,854.34	(1,030.34)	-1.32%
3202	POSTAGE & SHIPPING	54,994	54,994	3,247.83	54,993.51	0.00%	35.84	55,029.35	-0.06%		55,029.35	(35.35)	-0.06%
3203	TRAVEL & MEETINGS	25,676	25,676	4,924.07	25,675.54	0.00%		25,675.54	0.00%		25,675.54	0.46	0.00%
3204	RECRUITING	3,773	3,773	42.00	3,772.39	0.02%		3,772.39	0.02%		3,772.39	0.61	0.02%
3205	TRAINING & DEVELOPMENT	10,116	10,116	0.00	10,115.21	0.01%		10,115.21	0.01%		10,115.21	0.79	0.01%
	COMMUNICATION & TRANSPORTATION	172,383	172,383	13,352.74	172,380.27	0.00%	1,066.56	173,446.83	-0.62%	0.00	173,446.83	(1,063.83)	-0.62%
3301	PUBLICATION OF LEGAL NOTICES	170	170	0.00	169.80	0.12%		169.80	0.12%		169.80	0.20	0.12%
3302	OUTSIDE VENDOR PRINTING	2,536	2,636	158.00	2,635.70	0.01%	225.00	2,860.70	-8.52%	3,059.00	5,919.70	(3,283.70)	-124.57%
3401	INSURANCE	94,656	94,656	277.00	94,657.68	0.00%	3,634.00	98,291.68	-3.84%		98,291.68	(3,633.68)	-3.84%
3501	NATURAL GAS	72,500	72,500	8,557.07	69,013.84	4.81%		69,013.84	4.81%		69,013.84	3,486.16	4.81%
3502	ELECTRICITY	291,200	291,200	23,292.75	291,140.83	0.02%		291,140.83	0.02%		291,140.83	59.17	0.02%
3503	WATER & SEWER	10,000	10,000	593.00	9,469.77	5.30%		9,469.77	5.30%		9,469.77	530.23	5.30%
3504	TRASH DISPOSAL	6,464	6,464	579.00	6,464.00	0.00%		6,464.00	0.00%		6,464.00	0.00	0.00%
	TOTAL UTILITY SERVICES	380,164	380,164	33,318.82	376,088.44	1.07%	0.00	376,088.44	1.07%	0.00	376,088.44	4,075.56	1.07%
3601	BUILDING REPAIR & MAINTENANCE	44,000	44,000	1,864.63	43,794.34	0.47%	139.39	43,933.73	0.15%	3,815.40	47,749.13	(3,749.13)	-8.52%
3602	HVAC SERVICE	22,428	22,428	2,217.10	26,427.53	0.00%	1,953.50	28,381.03	-7.39%	6,940.20	35,321.23	(8,893.23)	-23.85%
3603	LANDSCAPING SERVICES	19,340	19,340	137.00	19,339.93	0.00%		19,339.93	0.00%	45.00	19,384.93	(44.93)	-0.24%

FS#663 ^
DECEMBER - UNAUDITED

ALLEN COUNTY PUBLIC LIBRARY
INTERNAL BUDGETARY STATEMENT--GENERAL FUND
FOR THE YEAR-TO-DATE ENDED DECEMBER 31, 1997

23-Jan-98

GL#	CATEGORY	APPROPRIATED 1997 BUDGET	YEAR-TO-DATE BUDGET	CASH BASIS MONTH-TO-DATE ACTUAL	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	GAAP BASIS ADJUSTMENTS TO GAAP BASIS	GAAP BASIS YEAR-TO-DATE ACTUAL	GAAP BASIS PERCENT REMAINING	ENCUMBRANCE BASIS ADJUSTMENTS TO ENCUMBERED BASIS	ENCUMBRANCE BASIS YEAR-TO-DATE ENCUMBERED	ENCUMBRANCE BASIS UNENCUMBERED BALANCE	ENCUMBRANCE BASIS PERCENT REMAINING
3604	COMPUTER MAINTENANCE	3,259	3,259	355.15	3,177.57	32.[illegible]	23,295.40	26,473.32	-703.11%	461.00	26,934.32	(23,675.32)	-727.26%
3605	COPIER SERVICE	25,000	25,000	2,245.34	24,746.57	1.01%	1,900.00	26,646.57	-6.59%	1,900.00	28,346.57	(3,346.57)	-13.39%
3606	VEHICLE SERVICE	23,500	23,500	3,271.85	23,280.36	1.15%	91.35	23,281.56	0.93%		23,281.56	218.44	0.93%
3607	OTHER EQUIPMENT SERVICE	63,240	63,240	4,345.66	63,235.51	0.00%	1,431.13	64,640.64	-2.21%	357.30	64,997.94	(1,757.94)	-2.78%
	TOTAL REPAIRS & MAINTENANCE	234,267	234,267	14,348.70	202,445.05	0.99%	29,350.67	231,796.95	-13.48%	13,418.90	245,215.85	(48,948.85)	-20.05%
3701	REAL ESTATE RENTAL/LEASING	2,730	2,730	238.00	2,730.00	0.00%		2,730.00	0.00%		2,730.00	0.00	0.00%
3702	EQUIPMENT RENTAL/LEASING	45,577	45,577	4,247.37	45,576.30	0.00%	1,466.24	47,042.54	-3.22%	948.41	47,990.95	(2,413.95)	-5.30%
	LEASING & RENTALS	48,307	48,307	4,477.37	48,306.30	0.00%	1,466.24	49,772.54	-3.03%	948.41	50,720.95	(2,413.95)	-5.00%
3901	DUES & MEMBERSHIPS	6,921	6,921	0.00	6,920.50	0.01%		6,920.50	0.01%		6,920.50	0.50	0.01%
3902	INTEREST ON TEMPORARY LOANS	33,980	33,980	805.70	33,979.40	0.00%		33,979.40	0.00%		33,979.40	0.60	0.00%
3903	TAXES & ASSESSMENTS	3,000	3,000	0.00	2,943.92	1.87%		2,943.92	1.87%		2,943.92	56.08	1.87%
3904	TRANSFER TO LIRF FUND	0	0	0.00	0.00			0.00			0.00	0.00	
3905	MATERIALS CONSERVATION SERVICES	26,045	26,045	720.72	26,044.19	0.00%	1,425.14	27,469.33	-5.47%		27,469.33	(1,424.33)	-5.47%
3906	COMPUTER SERVICES	104,000	104,000	9,103.08	103,927.54	0.07%	2,846.40	106,773.44	-2.67%		106,773.44	(2,773.44)	-2.67%
	TOTAL MISCELLANEOUS SERVICES	173,946	173,946	10,639.50	173,815.05	0.08%	4,271.54	178,086.59	-2.38%	0.00	178,086.59	(4,140.59)	-2.38%
	TOTAL OTHER SERVICES & CHARGES	1,169,933	1,169,933	78,396.43	1,163,998.89	0.52%	44,873.31	1,208,764.20	-3.32%	17,456.31	1,226,190.51	(56,257.51)	-4.81%
	CAPITAL OUTLAYS:												
4401	FURNITURE & EQUIPMENT	55,000	55,000	0.00	53,002.50	3.63%	1,905.52	54,908.02	0.17%		54,908.02	91.98	0.17%
4403	COMPUTER EQUIPMENT	3,700	3,700	0.00	3,632.20	1.83%		3,632.20	1.83%	4,489.00	8,121.20	(4,421.20)	-119.49%
4405	TELEVISION EQUIPMENT	48,736	48,736	0.00	48,735.74	0.00%		48,735.74	0.00%		48,735.74	0.26	0.00%
4407	VEHICLES	11,937	11,937	0.00	11,937.00	0.00%		11,937.00	0.00%		11,937.00	0.00	0.00%
4409	BUILDINGS	0	0	0.00	0.00			0.00			0.00	0.00	
4411	LAND	0	0	0.00	0.00			0.00			0.00	0.00	
	GENERAL FIXED ASSETS	119,373	119,373	0.00	117,307.44	1.73%	1,905.52	119,212.96	0.13%	4,489.00	123,701.96	(4,328.96)	-3.63%
4510	BOOKS	947,453	947,453	42,562.66	947,257.86	0.02%	41,018.99	988,286.85	-4.31%	33,636.54	1,021,923.39	(74,470.39)	-7.86%
4520	PERIODICALS	212,505	212,505	96,027.13	212,504.37	0.00%	3,459.40	215,963.77	-1.63%		215,963.77	(3,458.77)	-1.63%
4530	NON-PRINT MATERIALS	123,237	123,237	5,944.68	119,652.47	2.91%	3,502.19	123,154.66	0.07%	1,657.36	124,812.02	(1,575.02)	-1.28%
	TOTAL LIBRARY MATERIALS	1,283,195	1,283,195	144,534.47	1,279,424.70	0.29%	47,980.58	1,327,405.28	-3.45%	35,293.90	1,362,699.18	(79,504.18)	-6.20%
	TOTAL CAPITAL OUTLAYS	1,402,568	1,402,568	144,534.47	1,396,732.14	0.42%	49,886.10	1,446,618.24	-3.14%	39,782.90	1,486,401.14	(83,833.14)	-5.98%
	TOTAL EXPENDITURES	6,675,919	6,675,919	520,257.77	6,632,145.45	0.66%	256,830.71	6,888,977.18	-3.19%	65,398.55	6,954,375.73	(278,456.73)	-4.17%
	EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(1,000)	(1,000)	661,020.68	538,782.12		(236,904.71)	273,877.42		(65,398.55)	(6,954,375.73)	278,456.73	

GAAP BASIS
UNAUDITED

ALLEN COUNTY PUBLIC LIBRARY
COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES--
ALL GOVERNMENTAL FUND TYPES AND EXPENDABLE TRUST FUNDS
FOR THE YEAR-TO-DATE ENDED DECEMBER 31, 1987

	GOVERNMENTAL FUND TYPES				FIDUCIARY FUND TYPE	TOTALS (MEMORANDUM ONLY)	
	GENERAL	SPECIAL REVENUE	DEBT SERVICE	CAPITAL PROJECTS	EXPENDABLE TRUST	YEAR-TO-DATE DEC 31, 1987	DEC 31, 1986
REVENUES:							
AUTO EXCISE TAX	844,483.01		126,764.60			971,247.61	
REAL PROPERTY TAX LEVY	5,625,293.51		844,408.11			6,469,701.62	
INTANGIBLES TAX	104,173.25		15,637.39			119,810.64	
USER FEES	215,278.38					215,278.38	
INTERGOVERNMENTAL REVENUE	182,601.43					182,601.43	
PARKING FEES	112,224.36					112,224.36	
GIFTS & DONATIONS	2,411.52	1,741.72				4,153.24	
INTEREST	22,587.32			178,074.34	168.19	200,829.85	
OTHER REVENUES	53,801.82					53,801.82	
TOTAL REVENUES	7,162,854.60	1,741.72	986,810.10	178,074.34	168.19	8,329,648.95	0.00
EXPENDITURES--CURRENT:							
COMPENSATION & BENEFITS	3,957,608.24					3,957,608.24	
SUPPLIES	275,986.50	315.00		58,725.64		335,027.14	
PROFESSIONAL SERVICES	101,281.37			4,197.96		105,479.33	
COMMUNICATION & TRANSPORTATION	173,446.83			2,786.70		176,233.53	
INSURANCE	98,291.68			25,259.00		123,550.68	
UTILITY SERVICES	376,088.44					376,088.44	
REPAIRS & MAINTENANCE	231,796.75			263,125.92		494,922.67	
LEASING & MISCELLANEOUS SERVICES	227,859.13					227,859.13	
EXPENDITURES--CAPITAL OUTLAY:						0.00	
GENERAL FIXED ASSETS	119,212.96			347,719.60		466,932.56	
LIBRARY MATERIALS	1,327,405.28	1,763.72		27,200.00		1,356,369.00	
EXPENDITURES--DEBT SERVICE:						0.00	
PRINCIPAL RETIREMENT			495,000.00			495,000.00	
INTEREST CHARGES			407,723.98			407,723.98	
TOTAL EXPENDITURES	6,888,977.18	2,078.72	902,723.98	729,014.82	0.00	8,522,794.70	0.00
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	273,877.42	(337.00)	84,086.12	(550,940.48)	168.19	(193,145.75)	0.00
OTHER FINANCING SOURCES (USES):							
PROCEEDS OF G. O. BONDS						0.00	
OPERATING TRANSFERS IN	258,529.09		258,529.09	982.18		518,040.36	
OPERATING TRANSFERS OUT	(258,529.09)		(258,529.09)	(982.18)		(518,040.36)	
TOTAL OTHER FINANCING SOURCES (USES):	0.00	0.00	0.00	0.00	0.00	0.00	0.00
EXCESS OF REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES	273,877.42	(337.00)	84,086.12	(550,940.48)	168.19	(193,145.75)	0.00
FUND BALANCES-JANUARY 1, 1987	413,501.79	2,052.03	(61,523.39)	2,847,272.52	3,120.52	3,204,423.47	
FUND BALANCE ADJUSTMENTS FROM JAN 1	37,844.32		271,701.46	(24,288.16)		285,257.62	
FUND BALANCES-DECEMBER 31, 1987	725,223.53	1,715.03	294,264.19	2,272,043.88	3,288.71	3,296,535.34	0.00

THE NOTES TO THE FINANCIAL STATEMENTS ARE AN INTEGRAL PART OF THIS STATEMENT.

DECEMBER - UNAUDITED

ALLEN COUNTY PUBLIC LIBRARY
COMBINED BALANCE SHEET--ALL FUND TYPES AND ACCOUNT GROUPS
AT DECEMBER 31, 1987

	GOVERNMENTAL FUND TYPES				FIDUCIARY FUND TYPE	ACCOUNT GROUPS		TOTALS (MEMORANDUM ONLY)	
	GENERAL	SPECIAL REVENUE	DEBT SERVICE	CAPITAL PROJECTS	TRUST & AGENCY	GENERAL FIXED ASSETS	GENERAL LONG-TERM DEBT	DECEMBER 31 1987	DECEMBER 31 1986
ASSETS									
CASH ON DEPOSIT	1,042,598.41	1,715.03	632,079.21	1,585,245.70	3,288.71			3,168,827.26	
CASH ON HAND	3,268.66							3,268.66	
CASH WITH FISCAL AGENT			1,050.00					1,050.00	
INVESTMENTS AT COST OR AMORTIZED COST				750,000.00				750,000.00	
TAXES DUE FROM COUNTY GOVERNMENT								0.00	
ACCRUED INTEREST				13,288.63				13,288.63	
DUE FROM OTHER GOVERNMENTS	737.58							737.58	
DUE FROM OTHER FUNDS								0.00	
PREPAID EXPENDITURES								0.00	
FIXED ASSETS:								0.00	
LAND						1,427,900.48		1,427,900.48	
BUILDINGS						7,782,544.69		7,782,544.69	
LESS ACCUMULATED DEPRECIATION						(2,715,184.07)		(2,715,184.07)	
FURNITURE AND EQUIPMENT						5,003,454.32		5,003,454.32	
LESS ACCUMULATED DEPRECIATION						(3,125,304.03)		(3,125,304.03)	
ACPL LIBRARY COLLECTION						26,302,216.40		26,302,216.40	
AVAILABLE IN DEBT SERVICE FUND							632,079.21	632,079.21	
AMOUNT TO BE PROVIDED--RETIREMENT OF L/T DEBT							3,692,920.79	3,692,920.79	
AMOUNT TO BE PROVIDED--VACATION PAY LIABILITY							215,392.53	215,392.53	
TOTAL ASSETS	1,046,596.59	1,715.03	633,129.21	2,272,154.38	3,288.71	34,675,626.99	4,540,392.53	43,172,903.44	0.00
LIABILITIES & FUND EQUITY								0.00	
LIABILITIES:								0.00	
ACCOUNTS PAYABLE	100,772.53			110.50				100,883.05	
TEMPORARY LOANS/FINANCING								0.00	
ACCRUED WAGES & BENEFITS	156,269.10						215,392.53	371,661.63	
UNREMITTED WITHHOLDINGS	38,971.86							38,971.86	
RECORD DEPOSITS PAYABLE	25,389.55							25,389.55	
DUE TO OTHER FUNDS								0.00	
DUE TO OTHERS	50.00							50.00	
MATURED BONDS PAYABLE								0.00	
MATURED INTEREST PAYABLE			138,865.02					138,865.02	
GENERAL OBLIGATION BONDS PAYABLE			200,000.00				4,325,000.00	4,525,000.00	
TOTAL LIABILITIES	321,373.06	0.00	338,865.02	110.50	0.00	0.00	4,540,392.53	5,200,741.11	0.00
FUND EQUITY:								0.00	
INVESTMENT IN GENERAL FIXED ASSETS						34,675,626.99		34,675,626.99	
FUND BALANCES:								0.00	
RESERVED FOR ENCUMBRANCES	65,398.55	76.00		1,086,646.47				1,572,121.02	
RESERVED FOR PREPAID ITEMS								0.00	
RESTRICTED-SPECIAL REVENUE								0.00	
DESIGNATED FOR DEBT SERVICE			294,264.19					294,264.19	
UNDESIGNATED	659,824.99	1,639.03		465,397.41	3,288.71			1,130,150.13	
TOTAL FUND EQUITY	725,223.53	1,715.03	294,264.19	2,272,043.88	3,288.71	34,675,626.99	0.00	37,972,162.33	0.00
TOTAL LIABILITIES & FUND EQUITY	1,046,596.59	1,715.03	633,129.21	2,272,154.38	3,288.71	34,675,626.99	4,540,392.53	43,172,903.44	0.00

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

January 28, 1988)
)
RESOLUTION RECOGNIZING LU ANN BEAMAN FOR)
HER CONTRIBUTIONS AS A MEMBER AND PRESIDENT) No. 1988-1
OF THE BOARD OF LIBRARY TRUSTEES OF THE)
ALLEN COUNTY PUBLIC LIBRARY)

WHEREAS, Lu Ann Beaman has served with skill and dedication as president of the Board of Library Trustees of the Allen County Public Library during 1987, and

WHEREAS, During her eight years of service on the board, including two terms as vice-president and two terms as president, she has contributed to the advancement and growth of the library and to the betterment of the community, it is, therefore,

RESOLVED, By the Board of Library Trustees of the Allen County Public Library, Allen County, Indiana, that this board does hereby thank and recognize Lu Ann Beaman for her service and contributions to the library and the community during her service on the board, 1979 through 1987.

Adopted and signed by the members of the Board of Library Trustees at Fort Wayne, Allen County, Indiana, this 28th day of January, 1988.

Mary M. Kettlinger

Patricia E. Riley

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

A RESOLUTION TO TRANSFER APPROPRIATIONS)
WITHIN THE GENERAL FUND) No. 1988-2

WHEREAS, It has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget for the various functions of the Allen County Public Library, and

WHEREAS, It has been shown that certain existing appropriations now have unobligated balances which will not be needed for the purposes for which appropriated, it is therefore

RESOLVED, By the Board of Library Trustees, Allen County Public Library, Allen County, Indiana:

Section 1. That for the expenses of the public library the following sums of money are hereby appropriated and ordered set apart out of the several funds herein named and for the purposes herein specified, subject to the laws governing the same:

LIBRARY OPERATING FUND	AMOUNT APPROPRIATED
1101 Salaried time worked	$23,106.00
1201 Hourly time worked	6,894.00
1501 Employer FICA	5,000.00
1503 Employer PERF	5,000.00
3102 Engineering & Architectural Services	25,000.00
3103 Legal Services	5,000.00
Total	$70,000.00

Section 2. That the following existing appropriations be reduced in the following amounts:

LIBRARY OPERATING FUND	AMOUNT REDUCED
3101 Consulting	30,000.00
4510 Books	40,000.00
Total	$70,000.00

Presented to the Allen County Public Library Board, read in full and adopted this 28th day of January, 1988, by the following aye and nay vote.

Aye	Nay
Patricia Riley	
Rae Hales	
Jack McLaurin	
C Shirley Grafton	
Mary M. Gallagher	

ATTEST:

Charles C. Coleman

Secretary

Acct. #49-334-5

Resolution No. 1988 - 3

CORPORATION RESOLUTION

I, Charles E. Coleman, do hereby certify that I am the duly elected - appointed and qualified secretary and the keeper of the records and corporate seal of The Allen County Public Library, a corporation organized and existing under the laws of Indiana, and that the following is a true and correct copy of certain resolutions duly adopted at a meeting of the Board of Directors thereof, a quorum at all times being present, and is set forth in the minutes of the meeting, convened and held in accordance with the Articles of Incorporation and By-Laws of said corporation on the 28th day of January, 19 88, and that such resolutions are now in full force and effect.

BE IT RESOLVED:

1. That the Lincoln National Bank and Trust Company of Fort Wayne be and hereby is designated a depository in which funds of this corporation may be deposited, and that the President, any Vice President, the Treasurer, any Assistant Treasurer, the Secretary, any Assistant Secretary, or any other officer of this corporation be and hereby is authorized to open an account or accounts with said bank and to make such arrangements for the conduct thereof as to him shall seem proper.

2. That the Lincoln National Bank and Trust Company of Fort Wayne is authorized to accept at any time for the credit of this corporation deposits by whomsoever made of funds in whatever form and in whatever manner endorsed.

3. That the Lincoln National Bank and Trust Company of Fort Wayne be and hereby is authorized to pay out funds on deposit with it to the credit of this corporation, upon any and all checks, drafts, and orders drawn upon said depository and signed in the name of this corporation by any one (one, two, ect.) of the following: the President, any Vice President, the Treasurer, any Assistant Treasurer, the Secretary, any Assistant Secretary, or Treasurer

(Use blank spaces for additional titles or to authorize countersignatures. Rule out all spaces not so used. Rule out titles of all officers not authorized to sign.)

including any and all checks, drafts, and orders drawn to the individual order of any officer or other person signing or countersigning the same or tendered for deposit to the individual account of any such officer or person.

4. That Lincoln National Bank and Trust Company of Fort Wayne as depository for this corporation is hereby authorized to accept at any time for the credit of this corporation, and for deposit only, all negotiable and non-negotiable instruments and other orders for the payment of money belonging to the corporation in whatever form and in whatever manner endorsed.

5. That the Lincoln National Bank and Trust Company of Fort Wayne is hereby requested, authorized and directed to honor checks, drafts or other orders for the payment of money drawn in this corporation's name when bearing or purporting to bear the facsimile signature (s) of any one of the following:

(If no facsimile signatures are to be honored, write none)

and that the secretary is authorized and directed to certify to said bank by specimen the form or forms of facsimile signatures authorized by this corporation for use by the above named person or persons and that this corporation assume full responsibility for any and all payments made by said bank in reliance upon the facsimile signatures of any person or persons named above and agrees to indemnify and hold harmless said bank against any and all loss, cost, damage or expense suffered or incurred by said bank arising out of the misuse or unlawful or unauthorized use by any person of such facsimile signature or signatures.

6. That any one of the following: the President, any Vice President, the Treasurer, any Assistant Treasurer, the Secretary, any Assistant Secretary, or of this corporation be authorized upon such terms and conditions as to him/them seem proper:

To borrow money and incur liabilities for and on behalf and in the name of this corporation, to make agreements for the payment, purchase or repurchase of bills and notes which are the obligations of any other corporation or corporations, to sell or discount its bills and accounts receivable and to enter into, make, sign and deliver acceptances and promissory notes and other obligations of this corporation in and for such amounts, for such time, at such rate of interest or discount and upon such conditions as to him/them shall seem proper, and

To sign, execute and deliver applications and contracts for letters of credit and traveller's checks and guarantees

thereof containing such provisions as to him/them seem proper and as may be required, and
To pledge, endorse, guarantee, assign, transfer and deliver bills and accounts receivable, bills of lading, warehouse receipts, stocks and bonds and other property of this corporation as security for any moneys borrowed and as security for any liability incurred or to be incurred by this corporation in connection with any and all acceptances, notes, letters of credit, guaranties, trust receipts or otherwise as may be required, all upon such terms, provisions and conditions as may be deemed proper by him/them, and
To sell transfer and endorse for sale or for transfer any and all securities, bonds, stock certificates, interim, participation and other certificates and to identify and guarantee signatures and endorsements thereon and on bond or stock powers of attorney executed in connection therewith, and
To withdraw, receive and receipt for and to withdraw upon trust receipt, all on the responsibility of, and at the risk of this corporation and to sign any and all orders for the withdrawal, substitutions or exchange of any and all collateral, securities, or other property pledged, assigned, transferred or otherwise held for its account. Such withdrawals substitutions and exchanges may also be made by the bearer of any order, receipt or request signed by any person or persons authorized and empowered by these resolutions to sign on behalf of this corporation as aforesaid.

7. That each of the aforementioned officers or other persons, authorized to act for this corporation in any case aforesaid, shall be and hereby is further authorized, without the concurrence of any other officer or persons:

To identify, approve and guarantee the endorsements of any payee or endorser of any and all checks and drafts drawn by this corporation, and
To waive presentment, demand, protest and notice of dishonor or protest and to give instructions in regard to the handling or delivery of any negotiable or non-negotiable papers or documents involved in any of said transactions, and
To act for this corporation in the transaction of all other business (whether or not it is of the kind, nature or character specified in these resolutions) for its account(s) with the Lincoln National Bank and Trust Company of Fort Wayne.

8. That the Lincoln National Bank and Trust Company of Fort Wayne, as such depository, shall be entitled to rely upon the terms of these resolutions as vesting in the designated officers of the corporation and other persons complete authority to act on its behalf in the manner and to the extent herein set forth, and shall be under no obligation to make further inquiry with respect thereto and shall assume no responsibility or liability for the application of any of the funds deposited with it or borrowed from it pursuant to the provisions of these resolutions.

9. That the Secretary or Assistant Secretary of this corporation is directed to file with the Lincoln National Bank and Trust Company of Fort Wayne a copy of these resolutions duly certified under the seal of this corporation, and to certify likewise from time to time a list of the names of the persons who are the duly elected and qualified officers of the corporation hereby empowered to act hereunder, and that the Lincoln National Bank and Trust Company of Fort Wayne shall be entitled as against this corporation to assume conclusively that the authority of the persons so certified as such officers and of the other person or persons named hereinabove, to act on behalf of this corporation, continues until expressly notified in writing to the contrary.

10. That the Lincoln National Bank and Trust Company of Fort Wayne shall be entitled to assume conclusively that each of the foregoing resolutions continues in full force and effect until express written notice of its rescission or modification, accompanied by a copy of the proper resolution effecting such modification or rescission duly certified by the Secretary of the corporation over its seal, shall have been delivered to it at its office in the City of Fort Wayne, Indiana, and shall be indemnified and saved harmless from any loss suffered or liability incurred by it in reliance on the authority delegated by the terms of said resolutions prior to receipt of such notice of rescission or modification.

11. That these resolutions shall supersede any and all previous resolutions of similar import.

IN WITNESS WHEREOF, I have affixed my name as Charles E. Coleman Secretary

and have caused the corporate seal of said corporation to be hereunto affixed this 28th day of January, 19 88.

Affix corporate seal below

Charles E. Coleman
Secretary

I, C. Philip Andorfer, a Director of said corporation, do hereby certify that the foregoing is a correct copy of certain resolutions passed as therein set forth.

C. Philip Andorfer
Director

TFL-668 (7/85)

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

January 28, 1988	)	
	)	
RESOLUTION TO ADVERTISE FOR THE	)	
SUBMISSION OF STATEMENTS OF	)	No. 1988-4
QUALIFICATIONS BY ARCHITECTS	)	
AND/OR ENGINEERS	)	

WHEREAS, Certain construction and renovation projects are contemplated by this board, and these projects are necessary to the proper operation and management of the library,

RESOLVED, By the Board of Library Trustees, Allen County Public Library, Allen County, Indiana, that it is expedient and in the best public interest to employ architectural and/or engineering services in carrying out these contemplated projects;

RESOLVED FURTHER, That notice is hereby to be given, at a time to be determined and according to the needs of the library, pursuant to I.C. 5-16-11.1-4, informing interested parties that certain professional architectural and/or engineering services are required by the board, and setting forth the conditions under which statements of qualifications to provide such services will be received and evaluated.

Unanimously adopted this 28th day of January, 1988.

Mary McKillenger
President

Charles C. Clemen
Secretary

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

Meeting of January 28, 1988, in Executive Session

The Board of Library Trustees of the Allen County Public Library met in executive session on Thursday, January 28, 1988, at 4:00 p.m. in Room 4 of the main library, for the purpose of discussing matters relating to real estate. Those present were Mrs. Koehlinger, presiding, Mr. Andorfer, Mr. Coleman, Mrs. Gates, Mrs. Riley, Mr. McMahan and Mr. Carmean.

No decisions were made, nor were any votes taken, and the meeting was adjourned at 4:45 p.m.

Mary Koehlinger

Mary Koehlinger, President

Charles E. Coleman

Charles E. Coleman, Secretary

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

Meeting of February 10, 1988, in Special Session

The Board of Library Trustees of the Allen County Public Library met in special session on Wednesday, February 10, 1988, at 2:35 p.m. in the Board Room of the main library, for the purpose of awarding a contract for shelving, equipment, and furnishings for the Children's Room renovation. Those present were Mrs. Koehlinger, presiding, Mr. Andorfer, Mr. Coleman, and Mr. Carmean.

Carl Bradley, architect, presented and reviewed a summary of bids received. Bids were as follows:

Library Bureau	$56,828.00
Robbins/Lewis & Christen	68,000.00
Lee Company	52,279.00

Mr. Bradley explained that only the first two bidders listed submitted bids meeting specifications, and that therefore the bid of Lee Company was not a qualified bid.

On the recommendation of Mr. Bradley and Mr. Krull, Mr. Andorfer moved "that the low bid of Library Bureau be accepted and the contract be awarded accordingly." The motion carried.

There being no further business to come before the board, the meeting adjourned at 2:45 p.m.

Mary Koehlinger

Mary Koehlinger, President

Charles E. Coleman

Charles E. Coleman, Secretary

AGENDA

Board of Library Trustees
ALLEN COUNTY PUBLIC LIBRARY
February 25, 1988
3:00 p.m. - Room 4, Main Library

1. Roll call.

2. Adoption of the agenda.

3. Approval of the minutes of the January 28, 1988, regular meeting, the January 28, 1988, meeting in executive session, and the February 10, 1988 meeting in special session.

4. Financial report for January, 1988.

5. Payment of bills.

6. Appointment of treasurer.

7. Resolution No. 1988-5, "To Transfer Funds Temporarily from the Bond and Interest Redemption Fund to the General Fund."

8. Report of director.

9. Committee Reports.

10. Personnel.

11. Resolution No. 1988-6, "To Approve a Contract with the Indiana State Library for Administration of a Major Urban Resource Library (MURL) Grant in the Amount of $12,634."

12. Grant application to Cable Television Programming Advisory Council.

13. Proposal for a staff development day.

14. Other business.

15. Adjournment.

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

Meeting of February 25, 1988, in Regular Session

The Board of Library Trustees of the Allen County Public Library met in regular session on Thursday, February 25, 1988, at 3:00 p.m. in Room 4 of the main library. Those present were Mrs. Koehlinger, presiding, Mr. Andorfer, Mrs. Gates, Mrs. Riley, and Mr. Carmean. Mr. McMahan and Mr. Coleman were absent.

Mrs. Gates was appointed secretary pro tempore.

Mrs. Koehlinger asked board members to add three items to the agenda under number 14, other business. Then on motion of Mrs. Gates the agenda was adopted as amended.

On motion of Mr. Andorfer the minutes of the January 28, 1988, regular meeting, the January 28, 1988 meeting in executive session, and the February 10, 1988 meeting in special session were approved as written.

Mrs. Miller presented the financial report for January, 1988, which is appended to and made a part of these minutes. Mr. Krull noted that Earl A. Reitenour will replace Mrs. Miller as financial manager effective in March.

Mr. Krull certified that the bills summarized below were true and correct and supported by appropriate documentation to the best of his knowledge and belief. Then on motion of Mr. Andorfer the bills were approved for payment.

Manual checks and wires: February		$8,160.74
Gross Payrolls:		
February 05		133,389.24
February 19		132,419.12
Accounts Payable Check Batches:		
January 29		53,504.58
February 05		217,934.60
February 11		(5,259.69)
February 11		93,635.41
February 19		82,873.82
Check Runs Subtotal:	$442,688.72	
Grand Total		$716,657.82

On motion of Mrs. Gates, Earl A. Reitenour was unanimously elected treasurer of the Allen County Public Library effective March 5, 1988.

Mr. Carmean moved the adoption of Resolution No. 1988-5 "To Transfer Funds Temporarily From The Bond And Interest Redemption Fund To The General Fund." The motion carried and the resolution so adopted is appended to and made a part of these minutes.

Mr. Krull reported for the record that he had closed the library system at noon on February 11, 1988, because of a declared snow emergency.

Mr. Fortriede reported on library service statistics for the month of January 1988.

Mrs. Riley reported that the Board of Trustees of the Allen County Public Library Foundation had elected new officers for 1988. The officers are as follows: Chairman, W. Michael Horton, Vice Chairman William F. McNagny, Secretary, Neil A. Anderson, and Treasurer, Herbert W. Cooper.

On motion of Mrs. Gates the following personnel appointments were approved.

Linda King	Financial Svcs. Clerk Financial Services	#242	$10,800.14
Earl A. Reitenour	Financial Svcs. Manager Financial Services	#240	34,000.20

Mr. Carmean moved the adoption of Resolution No. 1988-6, "To Approve A Contract With The Indiana State Library For Administration Of A Major Urban Resource Library (MURL) Grant In The Amount of $12,634." Motion for adoption carried and the resolution so adopted is appended to and made a part of these minutes.

On motion of Mr. Carmean the following grant applications to the Cable Television Program Advisory Committee were approved. (1) A grant in the amount of $66,699 for the purchase of television equipment for Public Access Channel 10. (2) A grant in the amount of $23,572 for the purpose of paying the salary, benefits, and transportation expenses of one full time employee to direct the operations of Educational Access Channel 27.

Mr. Krull outlined a proposal to hold a staff development day for all employees of the library. Such a day would provide an opportunity for all staff members to be together for a general meeting and to experience a positive day of continuing education. He called on Mr. Fortriede to describe some of the types of programs and experiences that would be provided to the staff. After discussion of the proposal, Mr. Andorfer moved that the library system be closed on Friday, May 6, 1988, for the purpose of holding a system wide staff development day program. The motion carried.

Carl Bradley representing Archonics, the Architectural firm in charge of the main library Children's room remodeling, presented bids that had been received from contractors to perform general construction work on the Children's room renovation. The bids were as follows:

	Base Bid	Alt #1	Alt #2	Alt #3	Days
Beardslee Construction	$184,622	+$21,000	-$ 33	-$3,321	120
Robert Crosby					
Hamstra Builders	$164,580	no bid	+$1,000	-$3,299	90
Hawk Construction	$129,787	+$15,250	-$ 150	-$2,300	100
JSH Inc.	$126,950	no bid	-$ 200	-$2,770	90
Kinder Construction					
Michael Kinder & Sons	$140,289	-$7,823	+$ 892	-$3,965	
Louis Lengacher	$163,072	+$10,630	+$1,376	-$2,630	
Schenkel Corp.	$128,694	+$14,806	+$ 110	-$2,490	
Simerman Construction	$138,400	+$16,400	+$ 800	-$3,300	
Summit Construction	$202,900	no bid	+$ 700	-$3,100	120
Weigand Construction	$156,500	+$15,900	+$ 100	-$2,000	

Mr. Bradley recommended that the low bid of JSH Inc. be accepted, and that alternate number three be maintained as an option for thirty days to provide more time for evaluation of cost alternatives of pre-manufactured as opposed to custom built control counters. Mrs. Gates then moved that the general contract for the Children's room remodeling be awarded to JSH Inc. for their bid of $126,950.00, and that alternate number three be retained as an option for thirty days. The motion carried.

On motion of Mr. Andorfer, Patricia E. Riley was re-appointed to the Board of Trustees of the Allen County Public Library Foundation for a three year term expiring December 31, 1990.

Mrs. Koehlinger made the following appointments to board committees for 1988:

Compensation & Personnel

Mr. Coleman, Chairman
Mr. Carmean
Mrs. Riley
Mr. McMahan

Finance, Gifts & Insurance

Mr. Andorfer, Chairman
Mrs. Gates
Mr. McMahan
Mrs. Riley

Facilities and Branch Development

Mrs. Gates, Chairman
Mr. Andorfer
Mrs. Riley
Mr. McMahan

Automation

Mr. Carmean, Chairman
Mr. Coleman
Mr. Andorfer

There being no further business the meeting adjourned at 3:47 p.m.

Mary M. Koehlinger

Mary M. Koehlinger, President

Rae Gates

Rae Gates, Secretary Pro Tempore

ALLEN COUNTY PUBLIC LIBRARY
INTERIM BUDGETARY STATEMENT--GENERAL FUND ONLY
FOR THE YEAR-TO-DATE ENDED JANUARY 31, 1986

			CASH BASIS			MODIFIED ACCRUAL BASIS			ENCUMBRANCE BASIS			
GL#	CATEGORY	APPROPRIATED 1986 BUDGET	MONTH-TO-DATE ACTUAL	YEAR-TO-DATE ACTUAL	PERCENT REMAINING	ADJ. TO MODIFIED ACCRUAL	YEAR-TO-DATE ACTUAL	PERCENT REMAINING	ADJUSTMENTS TO ENCUMBERED BASIS	YEAR-TO-DATE ENCUMBERED	UNENCUMBERED BALANCE	PERCENT REMAINING
	REVENUES:											
5101	AUTO EXCISE TAX	362,259	0.00	0.00			0.00					
5102	REAL PROPERTY TAX LEVY	5,843,229	0.00	0.00			0.00					
5103	INTANGIBLES TAX	98,964	0.00	0.00			0.00					
	TOTAL LOCAL TAX REVENUES	6,744,452	0.00	0.00		0.00	0.00					
5201	PHOTOCOPYING FEES	106,000	8,338.09	8,338.09			8,338.09					
5202	EXTENDED USE FEES	112,000	8,956.67	8,956.67		24.00	8,980.67					
	TOTAL USER FEES	218,000	17,294.76	17,294.76		24.00	17,318.76					
5301	FEDERAL OPERATING GRANTS	0	0.00	0.00			0.00					
5302	STATE OPERATING GRANTS	31,500	2,733.00	2,733.00			2,733.00					
5303	CITY OPERATING GRANTS	0	0.00	0.00			0.00					
	TOTAL GRANTS	31,500	2,733.00	2,733.00		0.00	2,733.00					
5401	PARKING REVENUES-239 W WAYNE	76,400	4,500.00	4,500.00			4,500.00					
5402	PARKING REVENUES-760 S HARRISON	76,400	4,500.00	4,500.00			4,500.00					
5403	PARKING REVENUES-236 W WASHINGTON	200	166.67	166.67			166.67					
5404	OTHER PARKING REVENUES	0	0.00	0.00			0.00					
	TOTAL PARKING REVENUES	153,000	9,166.67	9,166.67		0.00	9,166.67					
5501	SERVICE CENTER RENT	9,120	800.00	800.00			800.00					
5502	OTHER RENTAL INCOME		10.00	10.00			10.00					
5601	UNRESTRICTED GIFTS & DONATIONS	2,500	3.85	3.85			3.85					
5650	INTEREST	18,000	6,783.52	6,783.52			6,783.52					
5701	ACPL PUBLICATIONS	0	20.00	20.00		0.00	20.00					
5702	RESEARCH SERVICES	0	498.87	498.87			498.87					
5703	LOST/DAMAGED LIBRARY MATERIALS	9,000	793.00	793.00			793.00					
5704	REFUNDS/DISCOUNTS EARNED	0	384.62	384.62			384.62					
5705	INSURANCE CLAIM PAYMENTS	0	0.00	0.00			0.00					
5706	OTHER REVENUES	25,000	534.70	534.70			534.70					
	TOTAL MISCELLANEOUS REVENUES	34,000	2,151.19	2,151.19		0.00	2,151.19					
	TOTAL REVENUES	7,210,572	35,942.19	35,942.19		24.00	38,966.19					
	EXPENDITURES:											
	CURRENT:											
1101	SALARIED TIME WORKED	2,320,106	121,980.03	121,980.03	94.74%	(15,146.61)	106,833.42	95.40%		106,833.42	2,213,272.58	95.40%!
1102	SALARIED OVERTIME	6,000	188.65	188.65	96.96%		188.65	96.86%		188.65	5,811.35	96.86%!
1103	SALARIED VACATION	170,500	18,929.83	18,929.83	88.95%		18,929.83	88.98%		18,929.83	151,570.17	88.98%!

ALLEN COUNTY PUBLIC LIBRARY
INTERNAL BUDGETARY STATEMENT--GENERAL FUND ONLY
FOR THE YEAR-TO-DATE ENDED JANUARY 31, 1993

GL#	CATEGORY	APPROPRIATED 1993 BUDGET	CASH BASIS: MONTH-TO-DATE ACTUAL	CASH BASIS: YEAR-TO-DATE ACTUAL	CASH BASIS: PERCENT REMAINING	MODIFIED ACCRUAL BASIS: ADJ. TO MODIFIED ACCRUAL	MODIFIED ACCRUAL BASIS: YEAR-TO-DATE ACTUAL	MODIFIED ACCRUAL BASIS: PERCENT REMAINING	ENCUMBRANCE BASIS: ADJUSTMENTS TO ENCUMBERED BASIS	ENCUMBRANCE BASIS: YEAR-TO-DATE ENCUMBERED	ENCUMBRANCE BASIS: UNENCUMBERED BALANCE	ENCUMBRANCE BASIS: PERCENT REMAINING
1104	SALARIED SICK PAY	66,400	3,233.93	3,233.93	95.05%		3,233.93	95.05%		3,233.93	63,116.07	95.05%
1105	SALARIED DISABILITY PAY	8,100	284.99	284.99	96.48%		284.99	96.48%		284.99	7,815.01	96.48%
1106	SALARIED HOLIDAY	81,400	52,965.32	52,965.32	34.93%		52,965.32	34.93%		52,965.32	28,434.68	34.93%
1107	SALARIED JURY DUTY	200	0.00	0.00	100.00%		0.00	100.00%		0.00	200.00	100.00%
1108	SALARIED DEATH-IN-FAMILY	3,400	0.00	0.00	100.00%		0.00	100.00%		0.00	3,400.00	100.00%
1109	SALARIED TRAVEL/MEETINGS	40,000	2,135.70	2,135.70	94.77%		2,135.70	94.77%		2,135.70	38,664.30	94.77%
1110	SALARIED PREMIUM TIME	12,000	1,397.29	1,397.29	88.36%		1,397.29	88.36%		1,397.29	10,602.71	88.36%
1111	SALARIED TAXABLE FRINGE BENEFITS	0	0.00	0.00			0.00			0.00	0.00	
1112	SALARIED RELOCATION	0	0.00	0.00			0.00			0.00	0.00	
	TOTAL SALARIES	2,768,986	201,165.74	201,165.74	92.57%	(15,146.61)	186,019.13	93.13%	0.00	186,019.13	2,582,886.87	93.13%
1201	HOURLY TIME WORKED	692,274	51,846.74	51,846.74	92.51%	(13,951.78)	37,894.96	94.53%		37,894.96	654,379.04	94.53%
1202	HOURLY OVERTIME	1,000	0.00	0.00	100.00%		0.00	100.00%		0.00	1,000.00	100.00%
1203	HOURLY VACATION	26,000	2,158.51	2,158.51	89.62%		2,158.51	89.62%		2,158.51	18,641.49	89.62%
1204	HOURLY SICK PAY	1,800	90.10	90.10	94.99%		90.10	94.99%		90.10	1,709.90	94.99%
1205	HOURLY DISABILITY PAY	0	0.00	0.00			0.00	ERR		0.00	0.00	ERR
1206	HOURLY HOLIDAY	13,000	6,151.17	6,151.17	52.68%		6,151.17	52.68%		6,151.17	6,848.83	52.68%
1207	HOURLY JURY DUTY	110	0.00	0.00	100.00%		0.00	100.00%		0.00	110.00	100.00%
1208	HOURLY DEATH-IN-FAMILY	700	135.60	135.60	80.63%		135.60	80.63%		135.60	564.40	80.63%
1209	HOURLY TRAVEL/MEETINGS	1,825	21.63	21.63	98.81%		21.63	98.81%		21.63	1,803.37	98.81%
	TOTAL HOURLY WAGES	731,529	60,403.75	60,403.75	91.74%	(13,951.78)	46,451.97	93.65%	0.00	46,451.97	685,077.03	93.65%
1301	SUMMER EMPLOYEES- TIME WORKED	115,000	412.50	412.50	99.64%		412.50	99.64%		412.50	114,587.50	99.64%
1302	SUMMER EMPLOYEES-OVERTIME	0	0.00	0.00			0.00	ERR		0.00	0.00	ERR
	TOTAL SUMMER WAGES	115,000	412.50	412.50	99.64%	0.00	412.50	99.64%	0.00	412.50	114,587.50	99.64%
1401	SHORT-TERM STAFF TIME WORKED	22,000	2,129.48	2,129.48	90.32%		2,129.48	90.32%		2,129.48	19,870.52	90.32%
1402	SHORT-TERM STAFF OVERTIME	0	0.00	0.00			0.00			0.00	0.00	
	TOTAL SHORT-TERM STAFF	22,000	2,129.48	2,129.48	90.32%	0.00	2,129.48	90.32%	0.00	2,129.48	19,870.52	90.32%
	TOTAL COMPENSATION	3,577,435	264,111.47	264,111.47	92.62%	(29,098.39)	235,013.08	93.43%	0.00	235,013.08	3,342,421.92	93.43%
1501	EMPLOYER FICA	270,500	19,834.75	19,834.75	92.67%	(1,771.84)	18,062.91	93.32%		18,062.91	252,437.09	93.32%
1502	UNEMPLOYMENT REIMBURSEMENT	5,400	0.00	0.00	100.00%	35.03	35.03	99.35%		35.03	5,364.97	99.35%
1503	EMPLOYER PERF	132,500	33,242.81	33,242.81	74.91%	(23,408.90)	9,833.91	92.58%		9,833.91	122,666.09	92.58%
1504	GROUP INSURANCE	173,460	12,221.03	12,221.03	92.95%	(186.72)	12,034.31	93.06%		12,034.31	161,425.69	93.06%
	TOTAL EMPLOYEE BENEFITS	581,860	65,298.59	65,298.59	88.78%	(25,332.43)	39,966.16	93.13%	0.00	39,966.16	541,893.84	93.13%
	TOTAL PERSONAL SERVICES	4,159,295	329,410.06	329,410.06	92.08%	(54,430.82)	274,979.24	93.39%	0.00	274,979.24	3,884,315.76	93.39%
2101	OFFICE SUPPLIES	65,000	1,567.63	1,567.63	97.59%	684.95	2,252.58	96.53%	2,879.44	5,132.02	59,867.98	92.10%

ALLEN COUNTY PUBLIC LIBRARY
INTERNAL BUDGETARY STATEMENT--GENERAL FUND ONLY
FOR THE YEAR-TO-DATE ENDED JANUARY 31, 1998

GLAM CATEGORY	APPROPRIATED 1998 BUDGET	CASH BASIS MONTH-TO-DATE ACTUAL	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	MODIFIED ACCRUAL BASIS ADJ. TO MODIFIED ACCRUAL	MODIFIED ACCRUAL BASIS YEAR-TO-DATE ACTUAL	MODIFIED ACCRUAL BASIS PERCENT REMAINING	ENCUMBRANCE BASIS ADJUSTMENTS TO ENCUMBERED BASIS	ENCUMBRANCE BASIS YEAR-TO-DATE ENCUMBERED	ENCUMBRANCE BASIS UNENCUMBERED BALANCE	ENCUMBRANCE BASIS PERCENT REMAINING
2201 CLEANING SUPPLIES	15,000	2,377.58	2,377.58	85.14%	255.75	2,633.33	83.54%	1,214.87	3,847.40	12,152.60	75.95%
2202 VEHICLE FUEL	13,000	962.05	962.05	92.60%	(59.44)	902.61	93.06%		902.61	12,097.39	93.06%
2203 HEATING OIL	10,000	185.42	185.42	98.15%		185.42	98.15%		185.42	9,814.58	98.15%
2204 COPIER SUPPLIES	34,500	3,412.35	3,412.35	90.11%	(87.44)	3,324.91	90.36%	11,118.65	14,443.56	20,056.44	58.13%
2205 LIBRARY MATERIALS SUPPLIES	13,000	0.00	0.00	100.00%	127.01	127.01	99.02%		127.01	12,872.99	99.02%
2206 MATERIALS ACCESS SUPPLIES	16,000			100.00%		0.00	100.00%	721.20	721.20	15,278.80	95.49%
2207 CRAFT SUPPLIES	5,500	31.12	31.12	99.43%	2.47	33.59	99.39%	80.00	113.59	5,386.41	97.93%
2208 OTHER OPERATING SUPPLIES	52,000	3,442.72	3,442.72	93.26%	1,538.46	4,981.18	94.57%	8,507.02	13,488.20	78,511.80	85.34%
TOTAL OPERATING SUPPLIES	200,000	10,411.24	10,411.24	94.79%	1,776.81	12,188.05	93.91%	21,640.94	33,828.99	166,171.01	83.09%
2301 MAINTENANCE SUPPLIES	17,000	271.77	271.77	98.40%	(8.98)	262.79	98.45%	939.92	1,202.71	15,797.29	92.93%
2302 REPAIR PARTS	18,000	366.75	366.75	97.96%	(251.55)	115.20	99.36%	459.36	574.56	17,425.44	96.81%
TOTAL MAINTENANCE SUPPLIES	35,000	638.52	638.52	98.18%	(260.53)	377.99	98.92%	1,399.28	1,777.27	33,222.73	94.92%
TOTAL SUPPLIES	300,000	12,617.39	12,617.39	95.79%	2,281.23	14,898.62	95.06%	25,919.66	40,736.28	259,261.72	86.42%
3101 CONSULTING	7,000			100.00%		0.00	100.00%		0.00	7,000.00	100.00%
3102 ENGINEERING & ARCHITECTURAL	30,000	12,559.59	12,559.59	58.13%	576.00	13,135.59	56.21%		13,135.59	16,864.41	56.21%
3103 LEGAL SERVICES	7,500	564.00	564.00	93.28%	(304.00)	200.00	97.33%		200.00	7,300.00	97.33%
3104 PROGRAM PRESENTERS	5,500	546.50	546.50	90.06%		546.50	90.06%	25.00	571.50	4,928.50	89.61%
3105 TEMPORARY HELP SERVICES	47,000	1,385.79	1,385.79	97.22%	(1,218.79)	87.00	99.81%		87.00	46,913.00	99.81%
3106 OTHER PROFESSIONAL SERVICES	8,000	451.86	451.86	94.35%	15.24	467.10	94.16%	3,032.00	3,499.10	4,500.90	56.26%
TOTAL PROFESSIONAL SERVICES	105,000	15,367.74	15,367.74	85.36%	(931.55)	14,436.19	86.25%	3,057.00	17,493.19	87,506.81	83.34%
3201 TELEPHONE SERVICE	83,000	5,797.62	5,797.62	93.01%	(732.62)	5,065.00	93.90%		5,065.00	77,935.00	93.90%
3202 POSTAGE & SHIPPING	59,000	4,728.13	4,728.13	91.85%	(18.78)	4,709.35	91.88%		4,709.35	53,290.65	91.88%
3203 TRAVEL & MEETINGS	26,300	897.87	897.87	96.55%	1.75	899.62	96.54%		899.62	25,100.38	96.54%
3204 RELOCATION EXPENSE	2,000	0.00	0.00	100.00%		0.00	100.00%		0.00	2,000.00	100.00%
3205 RECRUITING	4,500	168.00	168.00	96.27%	2.50	170.50	96.21%		170.50	4,329.50	96.21%
3206 TRAINING & DEVELOPMENT	15,000	374.00	374.00			374.00					
COMMUNICATION & TRANSPORTATION	188,500	11,965.62	11,965.62	477.68%	(747)	11,218.47	5	0	10,844	162,656	5
3301 PUBLICATION OF LEGAL NOTICES	700	25.40	25.40	96.37%		25.40	96.37%		25.40	674.60	96.37%
3302 OUTSIDE VENDOR PRINTING	9,000	252.00	252.00	97.20%	428.00	680.00	92.44%	27,000.00	27,680.00	(18,680.00)	-207.56%
3401 INSURANCE	116,000	6,262.00	6,262.00	94.31%	(3,234.00)	3,028.00	97.25%		3,028.00	136,972.00	97.25%
3501 NATURAL GAS	92,600	11,619.03	11,619.03	87.45%	1,461.21	13,080.24	85.87%		13,080.24	79,519.76	85.87%
3502 ELECTRICITY	272,500	21,281.81	21,281.81	92.18%	13,734.71	35,016.52	87.13%		35,016.52	236,983.48	87.13%
3503 WATER & SEWER	9,000	513.58	513.58	94.29%	11.31	524.89	94.17%	144.69	669.58	8,330.42	92.56%
3504 TRASH DISPOSAL	6,400	547.00	547.00	91.45%	638.00	1,185.00	81.48%	6,930.00	8,115.00	(1,715.00)	-26.98%
TOTAL UTILITY SERVICES	380,000	33,961.42	33,961.42	91.06%	15,545.23	49,506.65	86.89%	7,074.69	56,581.34	323,118.66	85.03%
3601 BUILDING REPAIR & MAINTENANCE	80,000	3,078.86	3,078.86	96.15%	(38.77)	3,040.09	96.20%	1,037.87	4,077.96	75,922.04	94.90%
3602 HVAC SERVICE	17,000	5,374.58	5,374.58	68.39%	(417.00)	4,957.58	70.84%	4,974.50	9,932.08	7,067.92	41.58%

ALLEN COUNTY PUBLIC LIBRARY
INTERNAL BUDGETARY STATEMENT--GENERAL FUND ONLY
FOR THE YEAR-TO-DATE ENDED JANUARY 31, 1988

			CASH BASIS			MODIFIED ACCRUAL BASIS			ENCUMBRANCE BASIS			
SLAF	CATEGORY	APPROPRIATED 1988 BUDGET	MONTH-TO-DATE ACTUAL	YEAR-TO-DATE ACTUAL	PERCENT REMAINING	ADJ. TO MODIFIED ACCRUAL	YEAR-TO-DATE ACTUAL	PERCENT REMAINING	ADJUSTMENTS TO ENCUMBERED BASIS	YEAR-TO-DATE ENCUMBERED	UNENCUMBERED BALANCE	PERCENT REMAINING
3603	LANDSCAPING SERVICE	15,000	107.00	107.00	93.33%	45.00	152.00	99.05%		152.00	15,848.00	99.05%
3604	COMPUTER MAINTENANCE	135,700	24,119.60	24,119.60	82.13%	(23,957.60)	161.70	99.88%	166.90	328.60	134,672.40	99.76%
3605	COPIER SERVICE	25,000	5,066.27	5,066.27	79.75%	(1,800.00)	3,266.27	86.96%	12,079.06	15,330.27	9,669.73	38.68%
3606	VEHICLE SERVICE	22,000	400.88	400.88	98.26%	586.43	987.31	95.71%	750.00	1,737.31	21,262.69	96.45%
3607	OTHER EQUIPMENT SERVICE	50,000	7,483.09	7,483.09	85.03%	579.10	8,062.18	83.88%	22,637.49	30,699.67	19,300.33	38.60%
	TOTAL REPAIRS & MAINTENANCE	346,000	45,524.27	45,524.27	86.81%	(25,003.14)	20,521.13	94.04%	41,636.76	62,251.89	283,748.11	82.01%
3701	REAL ESTATE RENTAL/LEASING	2,700	230.00	230.00	91.48%		230.00	91.48%	2,300.00	2,530.00	170.00	6.30%
3702	EQUIPMENT RENTAL/LEASING	44,000	6,472.56	6,472.56	85.29%	(1,426.24)	5,046.32	88.62%	38,450.40	43,496.72	2,503.28	5.70%
	LEASING & RENTALS	46,700	6,702.56	6,702.56	85.65%	(1,426.24)	5,276.32	88.70%	38,750.40	43,966.72	2,733.28	5.91%
3901	DUES & MEMBERSHIPS	6,900	200.00	200.00	95.54%	5,715.74	5,995.74	13.11%		5,995.74	904.26	13.11%
3902	INTEREST ON TEMPORARY LOANS	50,000			100.00%		0.00	100.00%		0.00	50,000.00	100.00%
3903	TAXES & ASSESSMENTS	3,300			100.00%		0.00	100.00%		0.00	3,300.00	100.00%
3904	TRANSFER TO LIRF FUND	0					0.00			0.00	0.00	
3905	MATERIALS CONSERVATION SERVICES	50,000	2,598.75	2,598.75	94.82%	(901.96)	1,688.79	96.62%		1,688.79	48,311.21	96.62%
3906	COMPUTER SERVICES	110,000	6,975.95	6,975.95	93.66%	(2,575.65)	4,400.30	96.00%	9,743.00	14,143.30	95,856.70	87.14%
	TOTAL MISCELLANEOUS SERVICES	220,200	9,846.70	9,846.70	95.53%	2,238.13	12,084.83	94.51%	9,743.00	21,827.83	198,372.17	90.09%
	TOTAL OTHER SERVICES & CHARGES	1,406,100	130,097.71	130,097.71	92.75%	(12,670.72)	117,136.99	91.67%	127,255.85	244,918.84	1,147,081.16	82.65%
	CAPITAL OUTLAYS:											
4401	FURNITURE & EQUIPMENT	222,710	1,905.52	1,905.52	99.14%	68.68	1,974.20	99.11%	1,396.00	3,370.20	219,339.80	98.49%
4403	COMPUTER EQUIPMENT	10,000			100.00%		0.00	100.00%	4,489.00	4,489.00	5,511.00	55.11%
4405	TELEVISION EQUIPMENT	10,000			100.00%		0.00	100.00%		0.00	10,000.00	100.00%
4407	VEHICLES	30,000			100.00%		0.00	100.00%		0.00	30,000.00	100.00%
4409	BUILDINGS	0					0.00			0.00	0.00	
4411	LAND	0					0.00			0.00	0.00	
	GENERAL FIXED ASSETS	272,710	1,905.52	1,905.52	99.30%	68.68	1,974.20	99.28%	5,885.00	7,859.20	264,850.80	97.12%
4510	BOOKS	1,391,895	73,038.67	73,038.67	94.75%	(17,762.62)	55,276.05	96.03%	34,397.90	89,673.95	1,302,221.05	93.56%
4520	PERIODICALS	200,000	15,093.21	15,093.21	92.45%	(1,527.20)	13,566.01	93.22%	1,090.81	14,656.82	185,343.18	92.67%
4530	NON-PRINT MATERIALS	150,000	7,136.96	7,136.96	95.54%	(1,277.30)	5,859.66	96.34%	6,428.93	12,288.59	137,711.41	92.32%
	TOTAL LIBRARY MATERIALS	1,751,895	95,268.84	95,268.84	94.56%	(20,567.12)	74,701.72	95.74%	41,917.64	116,619.36	1,635,275.64	93.34%
	TOTAL CAPITAL OUTLAYS	2,024,605	97,174.36	97,174.36	95.20%	(20,498.44)	76,675.92	96.21%	47,802.64	124,478.56	1,900,126.44	93.85%
	TOTAL EXPENDITURES	7,570,000	569,209.52	569,209.52	92.79%	(85,558.75)	483,610.77	93.87%	200,976.15	684,214.92	7,190,785.08	91.33%
	EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(675,428)	(530,267.33)	(530,267.33)		85,222.75	(444,644.58)		(200,976.15)	(684,214.92)	(7,190,785.08)	

JANUARY - UNAUDITED

ALLEN COUNTY PUBLIC LIBRARY
COMBINED BALANCE SHEET--ALL FUND TYPES AND ACCOUNT GROUPS
AT JANUARY 31, 1988

	GOVERNMENTAL FUND TYPES				FIDUCIARY FUND TYPE	ACCOUNT GROUPS		TOTALS: (MEMORANDUM ONLY)	
	GENERAL	SPECIAL REVENUE	DEBT SERVICE	CAPITAL PROJECTS	TRUST & AGENCY	GENERAL FIXED ASSETS	GENERAL LONG-TERM DEBT	JANUARY 31 1988	
ASSETS									
CASH ON DEPOSIT	527,937.59	1,707.03	293,585.69	1,340,602.57	3,263.71			2,257,402.57	
CASH ON HAND	3,047.66							3,047.66	
CASH WITH FISCAL AGENT			64,678.66					64,678.04	
INVESTMENTS AT COST OR AMORTIZED COST				750,000.00				750,000.00	
TAXES DUE FROM COUNTY GOVERNMENT								0.00	
ACCRUED INTEREST				15,897.04				15,897.04	
DUE FROM OTHER GOVERNMENTS	737.58							737.58	
DUE FROM OTHER FUNDS								0.00	
PREPAID EXPENDITURES								0.00	
FIXED ASSETS:								0.00	
LAND						1,427,900.46		1,427,900.46	
BUILDINGS						7,782,544.69		7,782,544.69	
LESS ACCUMULATED DEPRECIATION						(2,715,184.07)		(2,715,184.07)	
FURNITURE AND EQUIPMENT						5,693,454.32		5,693,454.32	
LESS ACCUMULATED DEPRECIATION						(3,125,304.83)		(3,125,304.83)	
ACPL LIBRARY COLLECTION						26,302,216.40		26,302,216.40	
AVAILABLE IN DEBT SERVICE FUND							293,686.69	293,686.69	
AMOUNT TO BE PROVIDED--RETIREMENT OF L/T DEBT							3,831,393.31	3,831,393.31	
AMOUNT TO BE PROVIDED--VACATION PAY LIABILITY							215,392.53	215,392.53	
TOTAL ASSETS	531,782.77	1,707.03	358,276.69	2,106,699.61	3,268.71	34,675,626.99	4,340,392.53	42,117,774.33	0.00
LIABILITIES & FUND EQUITY								0.00	
LIABILITIES:								0.00	
ACCOUNTS PAYABLE	69,276.96	49.00		139,425.37				208,751.35	
TEMPORARY LOANS/FINANCING								0.00	
ACCRUED WAGES & BENEFITS	101,989.97						215,392.53	317,382.50	
UNREMITTED WITHHOLDINGS	15,218.45							15,218.45	
RECORD DEPOSITS PAYABLE	25,304.55							25,304.55	
DUE TO OTHER FUNDS								0.00	
DUE TO OTHERS	50.00							50.00	
MATURED BONDS PAYABLE								0.00	
MATURED INTEREST PAYABLE			19,012.50					19,012.50	
GENERAL OBLIGATION BONDS PAYABLE			45,000.00				4,125,000.00	4,170,000.00	
TOTAL LIABILITIES	211,839.95	49.00	64,012.50	139,425.37	0.00	0.00	4,340,392.53	4,755,719.35	0.00
FUND EQUITY:								0.00	
INVESTMENT IN GENERAL FIXED ASSETS						34,675,626.99		34,675,626.99	
FUND BALANCES:								0.00	
RESERVED FOR ENCUMBRANCES	200,578.15	1.00		1,854,717.22				2,055,696.37	
RESERVED FOR PREPAID ITEMS								0.00	
RESTRICTED-SPECIAL REVENUE		1,657.03						1,657.03	
DESIGNATED FOR DEBT SERVICE			294,264.19					294,264.19	
UNDESIGNATED	218,764.67			112,557.02	3,268.71			334,810.40	
TOTAL FUND EQUITY	419,942.82	1,658.03	294,264.19	1,967,274.24	3,268.71	34,675,626.99	0.00	37,362,054.98	0.00
TOTAL LIABILITIES & FUND EQUITY	531,782.77	1,707.03	358,276.69	2,106,699.61	3,268.71	34,675,626.99	4,340,392.53	42,117,774.33	0.00

MODIFIED ACCRUAL
UNAUDITED

ALLEN COUNTY PUBLIC LIBRARY
COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES--
ALL GOVERNMENTAL FUND TYPES AND EXPENDABLE TRUST FUNDS
FOR THE YEAR-TO-DATE ENDED JANUARY 31, 1988

	GOVERNMENTAL FUND TYPES				FIDUCIARY FUND TYPE	TOTALS (MEMORANDUM ONLY)	
	GENERAL	SPECIAL REVENUE	DEBT SERVICE	CAPITAL PROJECTS	EXPENDABLE TRUST	YEAR-TO-DATE JAN 31, 1988	
REVENUES:							
AUTO EXCISE TAX						0.00	
REAL PROPERTY TAX LEVY						0.00	
INTANGIBLES TAX						0.00	
USER FEES	17,318.76					17,318.76	
INTERGOVERNMENTAL REVENUE	2,733.00					2,733.00	
PARKING FEES	9,166.67					9,166.67	
GIFTS & DONATIONS	3.05	41.00				44.05	
INTEREST	6,783.52			11,225.46		18,008.98	
OTHER REVENUES	2,961.19					2,961.19	
TOTAL REVENUES	38,966.19	41.00	0.00	11,225.46	0.00	50,232.65	0.00
EXPENDITURES--CURRENT:							
COMPENSATION & BENEFITS	274,979.24					274,979.24	
SUPPLIES	14,818.62			5.37		14,823.99	
PROFESSIONAL SERVICES	15,141.59					15,141.59	
COMMUNICATION & TRANSPORTATION	11,218.47					11,218.47	
INSURANCE	3,028.00					3,028.00	
UTILITY SERVICES	49,806.65					49,806.65	
REPAIRS & MAINTENANCE	20,621.13					20,621.13	
LEASING & MISCELLANEOUS SERVICES	17,321.15			37,233.61		54,554.76	
EXPENDITURES--CAPITAL OUTLAY:						0.00	
GENERAL FIXED ASSETS	1,974.20			124,841.25		126,815.45	
LIBRARY MATERIALS	74,701.72	49.00		14,600.00		89,350.72	
EXPENDITURES--DEBT SERVICE:						0.00	
PRINCIPAL RETIREMENT						0.00	
INTEREST CHARGES						0.00	
TOTAL EXPENDITURES	483,610.77	49.00	0.00	176,680.23	0.00	660,340.00	0.00
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(444,644.58)	(8.00)	0.00	(165,454.77)	0.00	(610,107.35)	0.00
OTHER FINANCING SOURCES (USES):							
PROCEEDS OF G. O. BONDS						0.00	
OPERATING TRANSFERS IN						0.00	
OPERATING TRANSFERS OUT						0.00	
TOTAL OTHER FINANCING SOURCES (USES):	0.00	0.00	0.00	0.00	0.00	0.00	0.00
EXCESS OF REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES	(444,644.58)	(8.00)		(165,454.77)		(610,107.35)	0.00
FUND BALANCES-JANUARY 1, 1988	725,223.53	1,715.03	294,264.19	2,272,043.88	3,288.71	3,296,535.34	
FUND BALANCE ADJUSTMENTS FROM JAN 1	139,363.87	(49.00)		(139,314.87)		0.00	
FUND BALANCES-JANUARY 31, 1988	419,942.82	1,658.03	294,264.19	1,967,274.24	3,288.71	2,686,427.99	0.00

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

February 25, 1988)
)
RESOLUTION TO TRANSFER FUNDS TEMPORARILY) No. 1988-5
FROM THE BOND AND INTEREST REDEMPTION FUND)
TO THE GENERAL FUND)

WHEREAS, The current cash resources of the Allen County Public Library are insufficient to meet current operating expenses of the library, and

WHEREAS, There will come into the library district on or about June 30, 1988 tax revenues for the current year sufficient to meet all budgeted expenses of the library,

RESOLVED, by the Board of Library Trustees, Allen County Public Library, Allen County, Indiana, that:

Section 1. In anticipation of the receipt of tax revenues noted above, the sum of $293,606.69 be temporarily transferred from the Bond and Interest Redemption Fund to the General Fund;

Section 2. The sum specified in Section 1 shall be returned to the Bond and Interest Redemption Fund when it is needed to meet the obligations of that fund, but not later than June 30, 1988.

Adopted this 25th day of February, 1988.

Mary M. Koehlinger

Mary M. Koehlinger, President

Rae Gates

Rae Gates, Pro Tempore

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

February 25, 1988)
)
RESOLUTION TO APPROVE A CONTRACT WITH THE) No. 1988-6
INDIANA STATE LIBRARY FOR ADMINISTRATION OF)
A MAJOR URBAN RESOURCE LIBRARY (MURL) GRANT)
IN THE AMOUNT OF $12,634)

WHEREAS, The Allen County Public Library has been awarded a Major Urban Resource Library (MURL) grant in the amount of $12,634, to be administered under contract with the Indiana State Library, and said contract has been presented to this Board for its approval,

RESOLVED, by the Board of Library Trustees, Allen County Public Library, Allen County, Indiana,

1. Approval of the contract by the Board of Library Trustees, Allen County Public Library;

2. Mary M. Koehlinger and Jeffrey R. Krull are hereby authorized to execute the contract for and on behalf of the Board of Library Trustees, Allen County Public Library.

Adopted this 25th day of February, 1988.

Mary M. Koehlinger

Mary M. Koehlinger, President

Rae Gates

Rae Gates, Pro Tempore

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

Meeting of February 25, 1988, in Executive Session

The Board of Library Trustees of the Allen County Public Library met in executive session on Thursday, February 25, 1988 at 4:00 p.m. in the Board Room of the main library, for the purpose of discussing matters relating to real estate. Those present were Mrs. Koehlinger, presiding, Mrs. Riley, Mrs. Gates, Mr. Carmean, Mr. McMahan and Mr. Andorfer. Absent, Mr. Coleman.

Mrs. Gates was appointed secretary pro tempore.

No decisions were made, nor were any votes taken, and the meeting was adjourned at 5:05 p.m.

Mary M. Koehlinger

Mary M. Koehlinger, President

Rae Gates

Rae Gates, Secretary Pro Tempore

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

Meeting of March 14, 1988, in Executive Session

The Board of Library Trustees of the Allen County Public Library met in executive session on Monday, March 14, 1988, at 9:00 a.m. in the Board Room of the main library, for the purpose of discussing matters relating to real estate. Those present were Mrs. Koehlinger, presiding, Mrs. Gates, Mr. Carmean, Mrs. Riley, and Mr. McMahan. Absent - Mr. Coleman and Mr. Andorfer.

Mrs. Gates was appointed secretary pro tempore.

No decisions were made, nor were any votes taken, and the meeting adjourned at 12:15 p.m.

Mary M. Koehlinger

Mary M. Koehlinger, President

Rae Gates

Rae Gates, Secretary Pro Tempore

OFFICIAL RECORDS OF

THE ALLEN CONTY PUBLIC LIBRARY

BOARD OF LIBRARY TRUSTEES

Meeting of March 14, 1988, in Special Session

The Board of Library Trustees of the Allen County Public Library met in special session on Monday, March 14, 1988, at 12:20 p.m. in the Board Room of the main library, for the purpose of discussing matters relating to real estate. Those present were Mrs. Koehlinger, presiding, Mrs. Gates, Mr. Carmean, Mrs. Riley, and Mr. McMahan. Absent - Mr. Coleman and Mr. Andorfer.
Mrs. Gates was appointed secretary pro tempore.

The board discussed the matter of acquiring real estate for the purpose of establishing branch libraries.

Mrs. Gates moved the adoption of Resolution No. 1988-7, "Authorizing the President and the Library Director to Initiate the Steps Necessary for the Purchase of Real Estate." The motion carried, and the resolution so adopted is appended to and made a part of these minutes. There being no further business to come before the board, the meeting was adjourned at 12:30 p.m.

Mary M. Koehlinger

Mary M. Koehlinger, President

Rae Gates

Rae Gates, Secretary Pro Tempore

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

March 14, 1988	)	
	)	
RESOLUTION AUTHORIZING THE PRESIDENT AND	)	
THE LIBRARY DIRECTOR TO INITIATE THE STEPS	)	No. 1988-7
NECESSARY FOR THE PURCHASE OF REAL ESTATE	)	

WHEREAS, it has been determined that real estate should be acquired for the establishment of new branch libraries by the Allen County Public Library,

RESOLVED, By the Board of Library Trustees, Allen County Public Library, Allen County, Indiana, that the president of this board and the director of the library, or either one of them, be, and is hereby authorized to initiate the steps necessary for the purchase of real estate, including but not limited to signing an agreement to purchase real estate, for and in behalf of this board.

Adopted this 14th day of March, 1988.

Mary M. Loehlinger
President

Charles E. Adams
Secretary

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

Meeting of March 21, 1988, in Executive Session

The Board of Library Trustees of the Allen County Public Library met in executive session on Monday, March 21, 1988, at 9:30 a.m. in the board room of the main library, for the purpose of discussing matters relating to real estate. Those present were Mrs. Koehlinger, presiding, Mr. Carmean, Mr. McMahan, and Mrs. Riley.

Mr. McMahan was appointed secretary pro tempore.

No decisions were made, nor were any votes taken, and the meeting adjourned at 11:25 a.m.

Mary M. Koehlinger

Mary M. Koehlinger, President

Alan McMahan

Alan McMahan, Secretary Pro Tempore

AGENDA

Board of Library Trustees
ALLEN COUNTY PUBLIC LIBRARY
March 24, 1988
3:00 p.m. - Board Room, Main Library

1. Roll call.

2. Adoption of the agenda.

3. Approval of the minutes of the February 25, 1988, regular meeting, the February 25 and March 14, 1988, meetings in executive session, and the March 14, 1988, meeting in special session.

4. Financial report for February, 1988.

5. Payment of bills.

6. Report of director.

7. Committee reports.

8. Personnel.

9. Resolution No. 1988-8, "Authorizing the Officers to Transact Business Relative to Library Accounts at Lincoln National Bank."

10. Approval of application for state funds.

11. Public library trustee workshop - reminder.

12. Other business.

13. Adjournment.

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

Meeting of March 24, 1988, in Regular Session

The Board of Library Trustees of the Allen County Public Library met in regular session on Thursday, March 24, 1988, at 3:00 p.m. in the board room of the main library. Those present were Mrs. Koehlinger, presiding, Mr. Andorfer, Mrs. Gates, Mrs. Riley, Mr. Carmean and Mr. Coleman. Mr. McMahan was absent.

Mrs. Koehlinger asked board members to add two items to the agenda under number 12, other business.

Then on motion of Mrs. Gates the agenda was adopted as amended.

On motion of Mr. Andorfer the minutes of the February 25, 1988, regular meeting, the February 25 and March 14, 1988, meetings in executive session, the meeting of March 14, 1988, in special session, and the meeting of March 21, 1988, in executive session were approved as written.

Mr. Krull introduced Earl A. Reitenour, the library's new financial manager and treasurer. Mr. Reitenour then presented the financial report for February, 1988. The report as presented is appended to and made a part of these minutes.

Mr. Krull certified that the bills summarized below were true and correct and supported by appropriate documentation to the best of his knowledge and belief. Then on motion of Mr. Coleman the bills were approved for payment.

Manual checks and wires:	March		$0.00
Gross Payrolls:			
March	04		131,524.07
March	18		135,445.44
Accounts Payable Check Batches:			
February	26		101,214.76
March	04		67,055.01
March	11		68,433.17
March	18		239,263.64
March	18		(287.00)
Check Runs Subtotal:		$475,679.58	
Grand Total			$ 742,649.09

The automated checks for the March 11 accounts payable batch did not print properly. Therefore all checks in this batch were voided and replaced by manual checks. Appropriate documentation of the voided and replacement checks has been maintained.

Mr. Krull presented a report of library activities assisted by members of the staff as follows:

The library received an honorable mention award in the employer of the year competition presented by the Metropolitan Human Relations Commission. The library was cited for its contributions to equality in employment. Mr. Krull commended Mrs. Holly, members of the personnel department, and the library's management and supervisory staff for their excellent work leading to the receipt of this recognition.

The renovation of the Children's Services department is progressing on schedule. Completion by the end of May is anticipated. There is still uncertainty regarding delivery of furniture and equipment for the new children's room; therefore, no firm dates can be established for opening in the remodeled quarters.

The library staff and administration will begin work on preparation of the 1989 budget within the next month. As budget planning progresses working sessions with the board's Finance Committee will be scheduled.

The final report from Grinsfelder and Associates on the library facilities survey is expected to be ready by early April. A special board meeting to receive the report on the facilities survey will probably be scheduled sometime during the week of April 11.

Mrs. Riley reported that the Allen County Public Library Foundation has organized three committees to carry on the work of the foundation. These committees are the Development Committee, the Appropriations Committee and the Investment Committee.

On motion of Mr. Andorfer the following personnel appointments were approved.

Mary Hibler	Page, Genealogy Department	#347	$10,800.14
Scott Mertz	Branch Asst. Manager, Shawnee Branch	#203	14,500.20

Laura Stuckey	Branch Assistant, Shawnee Branch	#204	11,700.00

Mr. Carmean moved the adoption of Resolution No. 1988-8. "Authorizing the Officers to Transact Business Relative to Library Accounts at Lincoln National Bank." The motion carried and the resolution so adopted is appended to and made a part of these minutes.

Mrs. Gates moved the approval of an application for the distribution of state funds to public libraries. Allen County Public Library's anticipated 1988 share of the state distribution is $46,579. The motion for approval of the application for state funds was carried.

Mrs. Koehlinger and Mrs. Gates reminded the board that the Indiana Library Trustee Association will hold a workshop for public library trustees on Saturday, April 23, 1988 from 9:30 a.m. to 4:00 p.m. The workshop will be held in the auditorium of the state library in Indianapolis. Under library policy, the library will pay expenses for any trustee who attends the workshop.

Mr. Andorfer moved the adoption of Resolution No. 1988-9. "A Resolution to Transfer Appropriations Within the General Fund". The motion carried and the resolution so adopted is appended to and made a part of these minutes.

Mr. Carmean moved the adoption of Resolution No. 1988-10. "A Resolution Authorizing Individuals to Respond to Inquiries from Public Employees Retirement Fund". The motion carried and the resolution so adopted is appended to and made a part of these minutes.

There being no further business to come before the board the meeting adjourned at 3:40 p.m.

Mary M. Koehlinger

Mary M. Koehlinger, President

Charles E. Coleman

Charles E. Coleman, Secretary

FS#680
FEBRUARY - UNAUDITED
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ALLEN COUNTY PUBLIC LIBRARY
INTERNAL BUDGETARY STATEMENT--GENERAL FUND ONLY
FOR THE YEAR-TO-DATE ENDED FEBRUARY 29, 1988

03-Mar-88

GL#	CATEGORY	1988 APPROPRIATION ADVERTISED	1988 APPROPRIATION CURRENT	CASH BASIS MONTH-TO-DATE ACTUAL	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/87 +	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 2/29/88 -	ACCRUAL BASIS YEAR-TO-DATE ACTUAL	ACCRUAL BASIS PERCENT REMAINING	ENCUMBRANCE BASIS ADJUSTMENTS TO ENCUMBERED BASIS	ENCUMBRANCE BASIS YEAR-TO-DATE ENCUMBERED	ENCUMBRANCE BASIS UNENCUMBERED BALANCE	ENCUMBRANCE BASIS PERCENT REMAINING
	REVENUES:													
5101	AUTO EXCISE TAX	802,259	802,259	0	0.00				0.00					
5102	REAL PROPERTY TAX LEVY	5,843,229	5,843,229	0	0.00				0.00					
5103	INTANGIBLES TAX	98,964	98,964	0	0.00				0.00					
	TOTAL LOCAL TAX REVENUES	6,744,452	6,744,452	0	0		0.00	0.00	0.00					
5201	PHOTOCOPYING FEES	106,000	106,000	9331.62	17,669.71				17,669.71					
5202	EXTENDED USE FEES	112,000	112,000	9506.32	18,462.99		24.00	0.00	18,438.99					
	TOTAL USER FEES	218,000	218,000	18,837.94	36,132.70		24.00	0.00	36,108.70					
5301	FEDERAL OPERATING GRANTS	0	0	0	0.00				0.00					
5302	STATE OPERATING GRANTS	31,500	31,500	2683	5,416.00				5,416.00					
5303	CITY OPERATING GRANTS	0	0	0	0.00				0.00					
	TOTAL GRANTS	31,500	31,500	2,683.00	5,416.00		0.00	0.00	5,416.00					
5401	PARKING REVENUES-239 W WAYNE	76,400	76,400	6000	10,500.00				10,500.00					
5402	PARKING REVENUES-900 S HARRISO	76,400	76,400	6000	10,500.00				10,500.00					
5403	PARKING REVENUES-236 W WASHING	200	200	299.65	466.32				466.32					
5404	OTHER PARKING REVENUES	0	0	200	200.00				200.00					
	TOTAL PARKING REVENUES	153,000	153,000	12,499.65	21,666.32		0.00	0.00	21,666.32					
				0										
5501	SERVICE CENTER RENT	9,120	9,120	800	1,600.00				1,600.00					
5502	OTHER RENTAL INCOME			0	10.00				10.00					
5601	UNRESTRICTED GIFTS & DONATIONS	2,500	2,500	11.5	14.55				14.55					
5650	INTEREST	18,000	18,000	2388	9,171.52				9,171.52					
				0	0.00									
5701	ACPL PUBLICATIONS	0	0	94	114.00			0.00	114.00					
5702	RESEARCH SERVICES	0	0	594.03	1,092.90				1,092.90					
5703	LOST/DAMAGED LIBRARY MATERIALS	9,000	9,000	868.55	1,661.55				1,661.55					
5704	REFUNDS/DISCOUNTS EARNED	0	0	368.88	673.50				673.50					
5705	INSURANCE CLAIM PAYMENTS	0	0	0	0.00				0.00					
5706	OTHER REVENUES	25,000	25,000	345.85	880.55				880.55					
	TOTAL MISCELLANEOUS REVENUES	34,000	34,000	2,271.31	4,422.50		0.00	0.00	4,422.50					
	TOTAL REVENUES	7,210,572	7,210,572	39,491.40	78,433.59		24.00	0.00	78,407.59					
	EXPENDITURES:													
	CURRENT:													
1101	SALARIED TIME WORKED	2,297,000	2,520,106	187174.96	389,154.99	86.67%	63,166.74	108,500.00	354,488.25	84.72%		354,488.25	1,965,617.75	84.72%
1102	SALARIED OVERTIME	6,000	6,000	467.1	657.75	89.04%			657.75	89.04%		657.75	5,342.25	89.04%
1103	SALARIED VACATION	165,500	170,500	7182.6	26,112.43	84.68%			26,112.43	84.68%		26,112.43	144,387.57	84.68%

FS#606
FEBRUARY - UNAUDITED
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ALLEN COUNTY PUBLIC LIBRARY
INTERNAL BUDGETARY STATEMENT--GENERAL FUND ONLY
FOR THE YEAR-TO-DATE ENDED FEBRUARY 29, 1988

23-Mar-88

GL#	CATEGORY	1988 APPROPRIATION ADVERTISED	1988 APPROPRIATION CURRENT	CASH BASIS MONTH-TO-DATE ACTUAL	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/87 +	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 2/29/88 -	ACCRUAL BASIS YEAR-TO-DATE ACTUAL	ACCRUAL BASIS PERCENT REMAINING	ENCUMBRANCE BASIS ADJUSTMENTS TO ENCUMBERED BASIS	ENCUMBRANCE BASIS YEAR-TO-DATE ENCUMBERED	ENCUMBRANCE BASIS UNENCUMBERED BALANCE	ENCUMBRANCE BASIS PERCENT REMAINING
1104	SALARIED SICK PAY	66,400	66,400	6223.61	9,507.54	85.68%			9,507.54	85.68%		9,507.54	56,892.46	85.68%
1105	SALARIED DISABILITY PAY	8,100	8,100	0	284.99	96.48%			284.99	96.48%		284.99	7,815.01	96.48%
1106	SALARIED HOLIDAY	81,400	81,400	0	52,965.32	34.93%			52,965.32	34.93%		52,965.32	28,434.68	34.93%
1107	SALARIED JURY DUTY	200	200	6.49	6.49	96.76%			6.49	96.76%		6.49	193.51	96.76%
1108	SALARIED DEATH-IN-FAMILY	3,400	3,400	311.15	311.15	90.85%			311.15	90.85%		311.15	3,088.85	90.85%
1109	SALARIED TRAVEL/MEETINGS	40,800	40,800	1060.95	3,196.65	92.17%			3,196.65	92.17%		3,196.65	37,603.35	92.17%
1110	SALARIED PREMIUM TIME	12,000	12,000	1378.3	2,775.59	76.87%			2,775.59	76.87%		2,775.59	9,224.41	76.87%
1111	SALARIED TAXABLE FRINGE BENEFI	0	0	0	0.00				0.00			0.00	0.00	
1112	SALARIED RELOCATION	2,000	0	0	0.00				0.00			0.00	0.00	
	TOTAL SALARIES	2,685,800	2,708,906	203,807.16	404,972.90	85.05%	63,166.74	108,500.00	450,306.16	83.38%	0.00	450,306.16	2,258,599.84	83.38%
1201	HOURLY TIME WORKED	685,400	692,294	57925.32	109,772.06	84.14%	51,681.98	32,500.00	90,590.18	86.91%		90,590.18	601,703.82	86.91%
1202	HOURLY OVERTIME	1,000	1,000	98.64	98.64	90.14%			98.64	90.14%		98.64	901.36	90.14%
1203	HOURLY VACATION	20,800	20,800	1021.56	3,180.07	84.71%			3,180.07	84.71%		3,180.07	17,619.93	84.71%
1204	HOURLY SICK PAY	1,800	1,800	250.74	350.84	80.51%			350.84	80.51%		350.84	1,449.16	80.51%
1205	HOURLY DISABILITY PAY	0	0	0	0.00				0.00	ERR		0.00	0.00	ERR
1206	HOURLY HOLIDAY	13,000	13,000	0	6,151.17	52.68%			6,151.17	52.68%		6,151.17	6,848.83	52.68%
1207	HOURLY JURY DUTY	110	110	0	0.00	100.00%			0.00	100.00%		0.00	110.00	100.00%
1208	HOURLY DEATH-IN-FAMILY	700	700	99.86	235.46	66.36%			235.46	66.36%		235.46	464.54	66.36%
1209	HOURLY TRAVEL/MEETINGS	1,825	1,825	57	78.63	95.69%			78.63	95.69%		78.63	1,746.37	95.69%
	TOTAL HOURLY WAGES	724,635	731,529	59,463.12	119,866.87	32.61%	51,681.88	32,500.00	100,684.99	86.24%	0.00	100,684.99	630,844.01	86.24%
				0										
1301	SUMMER EMPLOYEES- TIME WORKED	115,000	115,000	523.68	936.18	99.19%			936.18	99.19%		936.18	114,063.82	99.19%
1302	SUMMER EMPLOYEES-OVERTIME	0	0	0	0.00				0.00	ERR		0.00	0.00	ERR
	TOTAL SUMMER WAGES	115,000	115,000	523.68	936.18	99.19%	0.00	0.00	936.18	99.19%	0.00	936.18	114,063.82	99.19%
1401	SHORT-TERM STAFF TIME WORKED	22,000	22,000	2014.4	4,143.88	81.16%			4,143.88	81.16%		4,143.88	17,856.12	81.16%
1402	SHORT-TERM STAFF OVERTIME	0	0	0	0.00				0.00			0.00	0.00	
	TOTAL SHORT-TERM STAFF	22,000	22,000	2,014.40	4,143.88	81.16%	0.00	0.00	4,143.88	81.16%	0.00	4,143.88	17,856.12	81.16%
	TOTAL COMPENSATION	3,547,435	3,577,435	265,808.36	529,919.83	85.19%	114,848.62	141,000.00	556,071.21	84.46%	0.00	556,071.21	3,021,363.79	84.46%
1501	EMPLOYER FICA	265,500	270,500	19762.18	39,796.93	85.29%	8,211.68	10,600.00	42,185.25	84.40%		42,185.25	228,314.75	84.40%
1502	UNEMPLOYMENT REIMBURSEMENT	5,400	5,400	35.03	35.03	99.35%		244.17	279.20	94.83%		279.20	5,120.80	94.83%
1503	EMPLOYER PERF	127,500	132,500	0	32,242.81	74.91%	33,264.92	24,600.00	24,577.89	81.45%		24,577.89	107,922.11	81.45%
1504	GROUP INSURANCE	173,460	173,460	13603.3	25,324.33	85.11%	156.72	0.00	25,637.61	85.22%		25,637.61	147,822.39	85.22%
	TOTAL EMPLOYEE BENEFITS	571,860	581,860	33,620.51	98,899.10	83.00%	41,663.32	35,444.17	92,679.95	84.07%	0.00	92,679.95	489,180.05	84.07%
	TOTAL PERSONAL SERVICES	4,119,295	4,159,295	299,428.87	628,818.93	84.88%	156,511.94	176,444.17	648,751.16	84.40%	0.00	648,751.16	3,510,543.84	84.40%
2101	OFFICE SUPPLIES	65,000	65,000	3367.27	4,934.93	92.41%	1,872.06	2,194.39	5,251.63	90.69%	2,102.59	8,154.22	56,845.78	87.46%
				0	0.00									

FS#680
FEBRUARY - UNAUDITED
ER-0288revi

ALLEN COUNTY PUBLIC LIBRARY
INTERNAL BUDGETARY STATEMENT--GENERAL FUND ONLY
FOR THE YEAR-TO-DATE ENDED FEBRUARY 29, 1988

23-Mar-88

GL#	CATEGORY	1988 APPROPRIATION ADVERTISED	1988 APPROPRIATION CURRENT	CASH BASIS MONTH-TO-DATE ACTUAL	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/87 (+)	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 2/29/88 (-)	ACCRUAL BASIS YEAR-TO-DATE ACTUAL	ACCRUAL BASIS PERCENT REMAINING	ENCUMBRANCE BASIS ADJUSTMENTS TO ENCUMBERED BASIS	ENCUMBRANCE BASIS YEAR-TO-DATE ENCUMBERED	ENCUMBRANCE BASIS UNENCUMBERED BALANCE	ENCUMBRANCE BASIS PERCENT REMAINING
2201	CLEANING SUPPLIES	16,000	16,000	1873.98	4,271.36	73.30%	702.54	357.54	3,926.36	75.45%	1,607.27	5,533.83	10,466.17	65.41%
2202	VEHICLE FUEL	13,000	13,000	920.47	1,582.52	85.82%	59.44	129.73	1,952.86	84.98%		1,952.86	11,047.14	84.98%
2203	HEATING OIL	10,000	10,000	187.35	372.77	96.27%		0.00	372.77	96.27%		372.77	9,627.23	96.27%
2204	COPIER SUPPLIES	34,500	34,500	2891.72	6,304.87	81.73%	1516.87	2,885.92	6,873.12	80.08%	11,346.00	18,219.12	16,280.88	47.19%
2205	LIBRARY MATERIALS SUPPLIES	13,000	13,000	3023.85	3,023.85	76.74%		2,476.08	5,499.93	57.69%	1,007.78	6,507.71	6,492.29	49.94%
2206	MATERIALS ACCESS SUPPLIES	16,000	16,300	586.16	586.16	96.34%		672.72	1,178.88	92.63%	559.25	1,738.13	14,261.87	89.14%
2207	CRAFT SUPPLIES	5,500	5,500	256.56	287.68	94.77%	31.12	121.25	377.81	93.13%	30.92	408.73	5,091.27	92.57%
2208	OTHER OPERATING SUPPLIES	92,000	92,000	7121.6	10,564.32	88.52%	1727.55	3,471.79	11,308.55	87.71%	25,680.82	36,989.37	55,010.63	59.79%
	TOTAL OPERATING SUPPLIES	200,000	200,000	16,001.69	27,212.93	86.39%	4,037.52	8,315.07	31,490.48	84.25%	40,232.04	71,722.52	128,277.48	64.14%
2301	MAINTENANCE SUPPLIES	18,000	17,000	532.89	804.66	95.27%	147.94	921.16	1,477.88	91.31%	890.70	2,368.58	14,631.42	86.07%
2302	REPAIR PARTS	17,000	18,000	100.4	467.15	97.40%	351.95	0.00	115.20	99.36%	1,355.64	1,470.84	15,529.16	91.83%
	TOTAL MAINTENANCE SUPPLIES	35,000	35,000	633.29	1,271.81	96.37%	499.89	921.16	1,593.08	95.45%	2,246.34	3,839.42	31,160.58	89.03%
	TOTAL SUPPLIES	300,000	300,000	20002.25	33,419.64	88.86%	5,615.47	11,331.02	39,135.19	86.95%	44,526.97	83,716.16	216,283.84	72.09%
3101	CONSULTING	37,000	7,000	0	0.00	100.00%			0.00	100.00%		0.00	7,000.00	100.00%
3102	ENGINEERING & ARCHITECTURAL	5,000	30,000	22200	34,587.59	-15.23%	3,264.00	0.00	31,303.59	-4.35%		31,303.59	(1,303.59)	-4.35%
3103	LEGAL SERVICES	2,500	7,500	304	808.00	89.23%	304.00	0.00	504.00	93.28%		504.00	6,996.00	93.28%
3104	PROGRAM PRESENTERS	5,500	5,500	150	696.50	87.34%			696.50	87.34%	300.00	996.50	4,503.50	81.88%
3105	TEMPORARY HELP SERVICES	47,000	47,000	0	1,305.79	97.22%	1,218.79	0.00	87.00	99.81%		87.00	46,913.00	99.81%
3106	OTHER PROFESSIONAL SERVICES	2,000	8,000	1256.72	1,703.53	73.54%	72.51	14.97	1,651.04	79.35%	2,602.40	4,253.44	3,746.56	46.83%
	TOTAL PROFESSIONAL SERVICES	105,000	105,000	23,713.72	39,066.46	62.77%	4,859.30	14.97	34,242.13	67.39%	2,902.40	37,144.53	67,855.47	64.62%
3201	TELEPHONE SERVICE	85,000	83,000	6604.52	12,402.24	85.06%	1,030.72	748.37	12,119.89	85.40%		12,119.89	70,880.11	85.40%
3202	POSTAGE & SHIPPING	58,000	58,000	5581.59	10,309.72	82.22%	35.84	91.03	10,364.91	82.13%	23,000.00	33,364.91	24,635.09	42.47%
3203	TRAVEL & MEETINGS	26,000	26,000	1427.45	2,325.32	91.06%		1.75	2,327.07	91.05%		2,327.07	23,672.93	91.05%
3204	RELOCATION EXPENSE	0	2,000	-1.5	(1.50)	100.08%		1.50	0.00	100.00%		0.00	2,000.00	100.00%
3205	RECRUITING	4,500	4,500	708.87	876.07	80.53%		0.00	876.07	80.53%		876.07	3,623.93	80.53%
3206	TRAINING & DEVELOPMENT	15,000	15,000	110	484.00				484.00					
	COMMUNICATION & TRANSPORTATION	188,500	188,500	14,430.23	26,395.85	438.95%	1,066.56	842.65	26,171.34	4	23,000	48,688	124,312	4
3301	PUBLICATION OF LEGAL NOTICES	700	700	51.5	76.90	89.01%			76.90	89.01%		76.90	623.10	89.01%
3302	OUTSIDE VENDOR PRINTING	3,000	9,000	652	985.00	89.94%	225.00	3,542.27	4,282.27	53.09%	1,172.00	5,394.27	3,605.73	40.06%
3401	INSURANCE	113,300	110,500	400	6,662.00	93.94%	3,634.00	0.00	3,028.00	97.25%		3,028.00	106,472.00	97.25%
3501	NATURAL GAS	92,600	92,000	11257.83	22,876.26	75.29%		1,543.27	24,380.13	73.67%		24,380.13	68,219.87	73.67%
3502	ELECTRICITY	272,000	272,000	22443.53	43,722.34	83.93%		3,655.52	47,377.86	82.59%		47,377.86	224,622.14	82.58%
3503	WATER & SEWER	7,000	7,000	590.87	1,103.65	87.74%		25.90	1,129.55	87.45%	133.39	1,262.94	5,737.06	85.97%
3504	TRASH DISPOSAL	1,400	6,000	592	1,177.00	21.0%		725.00	1,902.00	71.94%	6,313.00	8,115.00	(1,715.00)	-28.00%
	TOTAL UTILITY SERVICES	388,000	383,000	34,318.43	68,879.25	31.5%	0.00	5,369.67	74,249.34	30.24%	6,445.39	81,135.53	298,864.07	78.65%
3601	BUILDING REPAIR & MAINTENANCE	38,000	33,000	2859.00	5,977.95	82.53%	139.33	0.00	5,838.56	82.30%	3,116.78	8,955.34	24,044.66	88.81%
3602	HVAC SERVICE	17,000	17,000	1500.3	7,241.03	57.41%	1,953.58	2,620.58	7,313.13	56.97%	5,122.53	12,437.66	4,562.34	33.98%

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FEBRUARY - UNAUDITED
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ALLEN COUNTY PUBLIC LIBRARY
INTERNAL BUDGETARY STATEMENT--GENERAL FUND ONLY
FOR THE YEAR-TO-DATE ENDED FEBRUARY 29, 1988

23-Mar-88

GL#	CATEGORY	1988 APPROPRIATION ADVERTISED	1988 APPROPRIATION CURRENT	CASH BASIS MONTH-TO-DATE ACTUAL	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/87	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 2/29/88	ACCRUAL BASIS YEAR-TO-DATE ACTUAL	ACCRUAL BASIS PERCENT REMAINING	ENCUMBRANCE BASIS ADJUSTMENTS TO ENCUMBERED BASIS	ENCUMBRANCE BASIS YEAR-TO-DATE ENCUMBERED	ENCUMBRANCE BASIS UNENCUMBERED BALANCE	ENCUMBRANCE BASIS PERCENT REMAINING
3603	LANDSCAPING SERVICES	15,000	16,000	152	357.00	98.39%	0.00	3,182.07	3,441.07	79.49%	15,493.00	18,934.07	(2,934.07)	-13.34%
3604	COMPUTER MAINTENANCE	135,000	135,000	28964.4	45,084.00	66.60%	23,995.43	287.45	21,296.05	84.23%	72,482.50	93,778.55	41,221.45	30.52%
3605	COPIER SERVICE	25,000	25,000	226.41	5,286.68	78.85%	1,300.00	165.60	3,652.28	85.39%	12,369.75	15,022.03	3,977.97	35.91%
3606	VEHICLE SERVICE	23,000	23,000	1175.94	1,596.82	93.14%	61.25	310.75	1,826.32	92.06%	1,875.76	3,702.08	19,296.92	83.90%
3607	OTHER EQUIPMENT SERVICE	50,000	50,000	5587.43	13,078.51	73.86%	1,401.13	76.76	11,746.08	76.51%	21,289.40	33,035.48	16,964.52	33.93%
	TOTAL REPAIRS & MAINTENANCE	346,000	346,000	32,871.77	78,496.34	77.31%	29,358.67	5,970.15	55,115.52	84.07%	132,258.69	187,366.21	158,633.79	45.85%
3701	REAL ESTATE RENTAL/LEASING	2,700	2,700	230	460.00	82.96%			460.00	82.96%	2,070.00	2,530.00	170.00	6.30%
3702	EQUIPMENT RENTAL/LEASING	44,000	44,000	3738.41	10,216.97	76.79%	1,466.24	1,770.39	10,515.12	76.10%	32,624.60	43,139.72	860.28	1.96%
	LEASING & RENTALS	46,700	46,700	3,968.41	10,676.97	77.15%	1,466.24	1,770.39	10,975.12	76.50%	34,694.60	45,669.72	1,030.28	2.21%
3901	DUES & MEMBERSHIPS	6,900	6,900	6674.74	6,954.74	-0.79%		100.00	7,054.74	-2.24%		7,054.74	(154.74)	-2.24%
3902	INTEREST ON TEMPORARY LOANS	50,000	50,000	0	0.00	100.00%			0.00	100.00%		0.00	50,000.00	100.00%
3903	TAXES & ASSESSMENTS	3,300	3,300	0	0.00	100.00%			0.00	100.00%		0.00	3,300.00	100.00%
3904	TRANSFER TO LIRF FUND	0	0	0	0.00				0.00			0.00	0.00	
3905	MATERIALS CONSERVATION SERVICE	50,000	50,000	523.18	3,113.93	93.77%	1,425.14	1,180.40	2,869.19	94.26%		2,869.19	47,130.81	94.26%
3906	COMPUTER SERVICES	110,000	110,000	9757.59	16,733.54	84.79%	2,846.40	5,848.24	19,735.38	82.06%	9,821.37	29,556.75	80,443.25	73.13%
	TOTAL MISCELLANEOUS SERVICES	220,200	220,200	16,955.51	26,802.21	87.83%	4,271.54	7,128.64	29,659.31	86.53%	9,821.37	39,480.68	180,719.32	82.07%
	TOTAL OTHER SERVICES & CHARGES	1,406,100	1,406,100	127,967.57	257,975.28	81.65%	44,373.31	25,078.76	238,180.73	83.06%	210,287.45	447,984.18	943,115.82	68.14%
	CAPITAL OUTLAYS:													
4401	FURNITURE & EQUIPMENT	222,710	222,710	4165.2	6,873.72	97.27%	1,905.52	0.00	4,165.20	98.13%	6,220.00	10,385.20	212,324.80	95.34%
4403	COMPUTER EQUIPMENT	10,000	10,000	0	0.00	100.00%			0.00	100.00%	4,489.00	4,489.00	5,511.00	55.11%
4405	TELEVISION EQUIPMENT	10,000	10,000	0	0.00	100.00%			0.00	100.00%		0.00	10,000.00	100.00%
4407	VEHICLES	30,000	30,000	0	0.00	100.00%			0.00	100.00%		0.00	30,000.00	100.00%
4409	BUILDINGS	0	0	0	0.00				0.00			0.00	0.00	
4411	LAND	0	0	0	0.00				0.00			0.00	0.00	
	GENERAL FIXED ASSETS	272,710	272,710	4,165.20	6,873.72	97.77%	1,905.52	0.00	4,165.20	98.47%	10,709.00	14,874.20	257,835.80	94.55%
4510	BOOKS	1,431,895	1,391,895	88326.85	161,355.52	88.41%	41,019.99	14,463.32	134,809.85	90.31%	163,341.24	298,151.09	1,093,743.91	78.58%
4520	PERIODICALS	200,000	200,000	10349.58	25,4-3.79	87.28%	3,459.40	317.34	22,300.73	88.85%	2,043.60	24,344.33	175,655.67	87.83%
4530	NON-PRINT MATERIALS	160,000	160,000	5146.02	12,222.96	92.32%	3,522.19	39.35	8,828.14	94.49%	2,665.46	11,505.60	148,493.40	92.91%
	TOTAL LIBRARY MATERIALS	1,791,895	1,751,895	103,822.45	199,091.29	88.64%	47,980.58	14,820.01	165,930.72	90.53%	168,071.30	334,002.02	1,417,892.98	80.93%
	TOTAL CAPITAL OUTLAYS	2,064,605	2,024,605	107,787.65	205,[illegible]	87.87%	49,886.10	14,820.01	170,095.92	91.60%	178,780.30	348,876.22	1,675,728.78	82.77%
	TOTAL EXPENDITURES	7,890,000	7,890,000	556,166.34	1,125,375.85	85.74%	255,835.32	227,673.96	1,896,163.20	86.11%	433,648.72	1,529,327.72	6,345,672.28	80.62%
	EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(679,428)	(679,428)	(516,674.94)	(1,046,943.27)		(255,862.82)	(227,673.96)	(1,017,753.41)		(433,648.72)	(1,529,327.72)	(6,345,672.28)	

MODIFIED ACCRUAL
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ALLEN COUNTY PUBLIC LIBRARY
COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES--
ALL GOVERNMENTAL FUND TYPES AND EXPENDABLE TRUST FUNDS
FOR THE YEAR-TO-DATE ENDED FEBRUARY 29, 1988

	GOVERNMENTAL FUND TYPES				FIDUCIARY FUND TYPE	TOTALS (MEMORANDUM ONLY)	
	GENERAL	SPECIAL REVENUE	DEBT SERVICE	CAPITAL PROJECTS	EXPENDABLE TRUST	YEAR-TO-DATE JAN 31, 1988	
REVENUES:							
AUTO EXCISE TAX						0.00	
REAL PROPERTY TAX LEVY						0.00	
INTANGIBLES TAX						0.00	
USER FEES	36,108.70					36,108.70	
INTERGOVERNMENTAL REVENUE	5,416.00					5,416.00	
PARKING FEES	21,666.32					21,666.32	
GIFTS & DONATIONS	14.55	91.00				105.55	
INTEREST	9,171.52			18,999.25		28,170.77	
OTHER REVENUES	6,032.50					6,032.50	
TOTAL REVENUES	78,409.59	91.00	0.00	18,999.25	0.00	97,499.84	0.00
EXPENDITURES--CURRENT:							
COMPENSATION & BENEFITS	648,751.16					648,751.16	
SUPPLIES	39,135.19			82.10		39,217.29	
PROFESSIONAL SERVICES	38,541.30			12.00		38,553.30	
COMMUNICATION & TRANSPORTATION	26,171.94					26,171.94	
INSURANCE	3,028.00					3,028.00	
UTILITY SERVICES	74,689.54					74,689.54	
REPAIRS & MAINTENANCE	55,115.52					55,115.52	
LEASING & MISCELLANEOUS SERVICES	40,634.43			38,575.62		79,210.05	
EXPENDITURES--CAPITAL OUTLAY:						0.00	
GENERAL FIXED ASSETS	4,165.20			124,841.25		129,006.45	
LIBRARY MATERIALS	165,930.72	49.00		14,600.00		180,579.72	
EXPENDITURES--DEBT SERVICE:						0.00	
PRINCIPAL RETIREMENT						0.00	
INTEREST CHARGES						0.00	
TOTAL EXPENDITURES	1,096,163.00	49.00	0.00	178,110.97	0.00	1,274,322.97	0.00
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(1,017,753.41)	42.00	0.00	(159,111.72)	0.00	(1,176,823.13)	0.00
OTHER FINANCING SOURCES (USES):							
PROCEEDS OF G. O. BONDS						0.00	
OPERATING TRANSFERS IN						0.00	
OPERATING TRANSFERS OUT						0.00	
TOTAL OTHER FINANCING SOURCES (USES):	0.00	0.00	0.00	0.00	0.00	0.00	0.00
EXCESS OF REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES	(1,017,753.41)	42.00		(159,111.72)		(1,176,823.13)	0.00
FUND BALANCES-JANUARY 1, 1988	725,223.53	1,715.03	294,264.19	2,272,043.28	3,288.71	3,296,535.34	
FUND BALANCE ADJUSTMENTS FROM JAN 1	453.15	0.00		(453.15)		0.00	
FUND BALANCES-FEBRUARY 29, 1988	(292,076.73)	1,757.03	294,264.19	2,112,479.01	3,288.71	2,119,712.21	0.00

FEBRUARY 88 - UNAUDITED
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ALLEN COUNTY PUBLIC LIBRARY
COMBINED BALANCE SHEET--ALL FUND TYPES AND ACCOUNT GROUPS
AT FEBRUARY 29, 1988

	GOVERNMENTAL FUND TYPES				FIDUCIARY FUND TYPE	ACCOUNT GROUPS		TOTALS: (MEMORANDUM ONLY)	
	GENERAL	SPECIAL REVENUE	DEBT SERVICE	CAPITAL PROJECTS	TRUST & AGENCY	GENERAL FIXED ASSETS	GENERAL LONG-TERM DEBT	FEBRUARY 29 1988	FEBRUARY 28 1987
ASSETS									
CASH ON DEPOSIT	274,389.33	1,757.03	0.00	1,348,101.12	3,295.71			1,627,536.19	
CASH ON HAND	2,579.90							2,579.90	
CASH WITH FISCAL AGENT			24,820.00					24,820.00	
INVESTMENTS AT COST OR AMORTIZED COST				750,000.00				750,000.00	
TAXES DUE FROM COUNTY GOVERNMENT								0.00	
ACCRUED INTEREST				14,941.54				14,941.54	
DUE FROM OTHER GOVERNMENTS	737.58							737.58	
DUE FROM OTHER FUNDS			293,606.69					293,606.69	
PREPAID EXPENDITURES								0.00	
FIXED ASSETS:								0.00	
LAND						1,427,900.48		1,427,900.48	
BUILDINGS						7,782,544.69		7,782,544.69	
LESS ACCUMULATED DEPRECIATION						(2,715,184.07)		(2,715,184.07)	
FURNITURE AND EQUIPMENT						5,003,454.32		5,003,454.32	
LESS ACCUMULATED DEPRECIATION						(3,125,304.83)		(3,125,304.83)	
ACPL LIBRARY COLLECTION						26,392,216.40		26,392,216.40	
AVAILABLE IN DEBT SERVICE FUND							293,606.69	293,606.69	
AMOUNT TO BE PROVIDED--RETIREMENT OF L/T DEBT							3,831,393.31	3,831,393.31	
AMOUNT TO BE PROVIDED--VACATION PAY LIABILITY							215,392.53	215,392.53	
TOTAL ASSETS	277,706.81	1,757.03	318,426.69	2,113,042.66	3,288.71	34,675,626.99	4,340,392.53	41,730,241.42	0.00
LIABILITIES & FUND EQUITY								0.00	
LIABILITIES:								0.00	
ACCOUNTS PAYABLE	51,473.96			563.65				52,037.61	
TEMPORARY LOANS/FINANCING								0.00	
ACCRUED WAGES & BENEFITS	176,143.88						215,392.53	391,536.41	
UNREMITTED WITHHOLDINGS	23,259.46							23,259.46	
RECORD DEPOSITS PAYABLE	25,299.55							25,299.55	
DUE TO OTHER FUNDS	293,606.69							293,606.69	
DUE TO OTHERS	0.00							0.00	
MATURED BONDS PAYABLE								0.00	
MATURED INTEREST PAYABLE			14,162.50					14,162.50	
GENERAL OBLIGATION BONDS PAYABLE			10,000.00				4,125,000.00	4,135,000.00	
TOTAL LIABILITIES	569,783.54	0.00	24,162.50	563.65	0.00	0.00	4,340,392.53	4,934,902.22	0.00
FUND EQUITY:								0.00	
INVESTMENT IN GENERAL FIXED ASSETS						34,675,626.99		34,675,626.99	
FUND BALANCES:								0.00	
RESERVED FOR ENCUMBRANCES	433,648.72	1.00		1,761,812.22				2,195,461.94	
RESERVED FOR PREPAID ITEMS								0.00	
RESTRICTED-SPECIAL REVENUE								0.00	
DESIGNATED FOR DEBT SERVICE			294,264.19					294,264.19	
UNDESIGNATED	(725,725.45)	1,756.03		350,666.79	3,288.71			(370,013.92)	
TOTAL FUND EQUITY	(292,076.73)	1,757.03	294,264.19	2,112,479.01	3,288.71	34,675,626.99	0.00	36,795,339.20	0.00
TOTAL LIABILITIES & FUND EQUITY	277,706.81	1,757.03	318,426.69	2,113,042.66	3,288.71	34,675,626.99	4,340,392.53	41,730,241.42	0.00

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

March 24, 1988

RESOLUTION AUTHORIZING THE OFFICERS	)	
TO TRANSACT BUSINESS RELATIVE TO	)	NO. 1988-8
LIBRARY ACCOUNTS AT LINCOLN NATIONAL	)	
BANK AND TRUST COMPANY	)	

RESOLVED, By the Board of Library Trustees, Allen County Public Library Allen County, Indiana,

1. That the Lincoln National Bank and Trust Company of Fort Wayne be and hereby is designated a depository in which funds of this library may be deposited, and that the President, Vice President, Treasurer, or Secretary be and hereby is authorized to open an account or accounts with said bank and to make such arrangements for the conduct thereof as to him shall seem proper.

2. That the Lincoln National Bank and Trust Company of Fort Wayne is authorized to accept at any time for the credit of this library deposits by whomsoever made of funds in whatever form and in whatever manner endorsed.

3. That the Lincoln National Bank and Trust Company of Fort Wayne be and hereby is authorized to pay out funds on deposit with it to the credit of this library upon any and all checks, drafts, and orders drawn upon said depository and signed in the name of this library by any one of the following: the President, Vice President, Treasurer, or Secretary, including any and all checks, drafts, and orders drawn to the individual order of any officer or other person signing or countersigning the same or tendered for deposit to the individual account of any such officer or person.

4. The Lincoln National Bank and Trust Company of Fort Wayne as depository for this library is hereby authorized to accept at any time for the credit of this library, and for deposit only, all negotiable and non-negotiable instruments and other orders for the payment of money belonging to the library in whatever form and in whatever manner endorsed.

5. That the Lincoln National Bank and Trust Company of Fort Wayne is hereby requested, authorized and directed to honor checks, drafts or other orders for the payment of money drawn in this library's name when bearing or purporting to bear the facsimile signature of Earl A. Reitenour,
and that the secretary is authorized and directed to certify to said

bank by specimen the form or forms of facsimile signatures authorized by this library for use by the above named person or persons and that this library assume full responsibility for any and all payments made by said bank in reliance upon the facsimile signatures of any person or persons named above and agrees to indemnify and hold harmless said bank against any and all loss, cost, damage or expense suffered or incurred by said bank arising out of the misuse or unlawful or unauthorized use by any person of such facsimile signature or signatures.

6. That any one of the following: the President, Vice President, Treasurer, or Secretary, of this library be authorized upon such terms and conditions as to him/her seem proper:

To borrow money and incur liabilities for and on behalf and in the name of this library, to make agreements for the payment, purchase or repurchase of bills and notes which are the obligations of any other corporation or corporations, to sell or discount its bills and accounts receivable and to enter into, make, sign and deliver acceptances and promissory notes and other obligations of this library in and for such amounts, for such time, at such rate of interest or discount and upon such conditions as to him/her shall seem proper, and

To sign, execute and deliver applications and contracts for letters of credit and traveller's checks and guarantees thereof containing such provisions as to him/her seem proper and as may be required, and

To pledge, endorse, guarantee, assign, transfer and deliver bills and accounts receivable, bills of lading, warehouse receipts, stocks and bonds and other property of this library as security for any moneys borrowed and as security for any liability incurred or to be incurred by this library in connection with any and all acceptances, notes, letters of credit, guaranties, trust receipts or otherwise as may be required, all upon such terms, provisions and conditions as may be deemed proper by him/her, and

To sell, transfer and endorse for sale or for transfer any and all securities, bonds, stock certificates, interim, participation and other certificates and to identify and guarantee signatures and endorsements thereon and on bond or stock powers of attorney executed in connection therewith, and

To withdraw, receive and receipt for and to withdraw upon trust receipt, all on the responsibility of, and at the risk of this library and to sign any and all orders for the withdrawal, substitutions or exchange of any and all collateral, securities, or other property pledged, assigned, transferred or otherwise held for its account. Such withdrawals, substitutions and exchanges may also be made by the bearer of any order, receipt or request signed by any person or persons authorized and empowered by these resolutions to sign on behalf of this

library as aforesaid.

7. That each of the aforementioned officers or other persons, authorized to act for this library in any case aforesaid, shall be and hereby is further authorized, without the concurrence of any other officer or persons:

To identify, approve and guarantee the endorsements of any payee or endorser of any and all checks and drafts drawn by this library, and

To waive presentment, demand, protest and notice of dishonor or protest and to give instructions in regard to the handling or delivery of any negotiable or non-negotiable papers or documents involved in any of said transactions, and

To act for this library in the transaction of all other business (whether or not it is of the kind, nature or character specified in these resolutions) for its account(s) with the Lincoln National Bank and Trust Company of Fort Wayne.

8. That the Lincoln National Bank and Trust Company of Fort Wayne, as such depository, shall be entitled to rely upon the terms of these resolutions as vesting in the designated officers of the library and other persons complete authority to act on its behalf in the manner and to the extent herein set forth, and shall be under no obligation to make further inquiry with respect thereto and shall assume no responsibility or liability for the application of any of the funds deposited with it or borrowed from it pursuant to the provisions of these resolutions.

9. That the Secretary of this library is directed to file with the Lincoln National Bank and Trust Company of Fort Wayne a copy of these resolutions duly certified and to certify likewise from time to time a list of the names of the persons who are the duly elected and qualified officers of the library hereby empowered to act hereunder, and that the Linclon National Bank and Trust Company of Fort Wayne shall be entitled as against this library to assume conclusively that the authority of the persons so certified as such officers and of the other person or persons named hereinabove, to act on behalf of this library, continues until expressly notified in writing to the contrary.

10. That the Lincoln National Bank and Trust Company of Fort Wayne shall be entitled to assume conclusively that each of the foregoing resolutions continues in full force and effect until express written notice of its rescission duly certified by the Secretary of the library, shall have been delivered to it at its office in the City of Fort Wayne, Indiana, and shall be indemnified and saved harmless from any loss suffered or liability incurred by it in reliance on the

authority delegated by the terms of said resolutions prior to receipt of such notice of rescission or modification.

11. That these resolutions shall supersede any and all previous resolutions of similar import.

Adopted this 24th day of March, 1988.

Mary M. Koellinger
President

Charles C. Olen
Secretary

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

March 24, 1988)
)
A RESOLUTION TO TRANSFER APPROPRIATIONS) No. 1988-9
WITHIN THE GENERAL FUND)

WHEREAS, It has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget for the various functions of the Allen County Public Library, and

WHEREAS, It has been shown that certain existing appropriations now have unobligated balances which will not be needed for the purposes for which appropriated, it is therefore

RESOLVED, By the Board of Library Trustees, Allen County Public Library, Allen County, Indiana:

Section 1. That for the expenses of the public library the following sums of money are hereby appropriated and ordered set apart out of the several funds herein named and for the purposes herein specified, subject to the laws governing the same:

LIBRARY OPERATING FUND	AMOUNT APPROPRIATED
3102 Engineering & Architectural..	$ 12,000.00
3901 Memberships	300.00
4409 Buildings	$140,000.00
Total	$152,300.00

Section 2. That the following existing appropriations be reduced in the following amounts:

LIBRARY OPERATING FUND	AMOUNT REDUCED
2101 Office Supplies	$ 12,300.00
4401 Furniture & Equipment	$140,000.00
Total	$152,300.00

Presented to the Allen County Public Library Board, read in full and adopted this 24th day of March, 1988, by the following aye and nay vote.

Aye	Nay
[illegible]	
C. Shirley Andersen	
Charles C. Oberer	
Sue Yates	
Mary M. Koehlinger	

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

March 24, 1988	)	
	)	
A RESOLUTION AUTHORIZING INDIVIDUALS	)	
TO RESPOND TO INQUIRIES FROM PUBLIC	)	No. 1988-10
EMPLOYEES RETIREMENT FUND	)	

WHEREAS, It is necessary to update the authorizations currently of file with the Public Employees Retirement Fund,

RESOLVED, By the Board of Library Trustees, Allen County Public Library, Allen County, Indiana, that the following persons are hereby authorized to respond to Public Employees Retirement Fund inquiries concerning creditable service of employees and other related matters: Charlene P. Holly, Personnel Manager; Earl A. Reitenour, Treasurer; Jeffrey R. Krull, Director.

Adopted this 24th day of March, 1988.

Mary M. Koehlinger

Mary M. Koehlinger, President

Charles E. Coleman

Charles E. Coleman, Secretary

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

Meeting of April 14, 1988, in Special Session

The Board of Library Trustees of the Allen County Public Library met in special session on Thursday, April 14, 1988, at 3:00 p.m. in room 4 of the main library, for the purpose of receiving an architectural report on a facilities survey of library properties. Those present were Mrs. Koehlinger, presiding, Mr. Andorfer, Mr. Coleman, Mr. Carmean, Mrs. Gates and Mrs. Riley. Mr. McMahan was absent.

Alan Grinsfelder of Grinsfelder and Associates Architects, presented his report of a facilities survey covering all library properties including branches and main library. Mr. Grinsfelder's report included an enumeration of problem conditions at the various buildings along with proposed corrective measures and estimated costs. The report also included cost estimates for the construction of two new branch libraries, one in the southwest, and one in the north areas of Allen County. Each board member was given a full copy of the report to study. The total estimated cost for all of the work proposed was $7,780,962.00. Of this amount $4,930,962.00 would be for renovations, improvements, repairs, or replacement of existing library facilities. The remainder would be for the construction of two new branch libraries.

After a question and answer period the board thanked Mr. Grinsfelder for an excellent job and took the report under advisement. The board will study the report, receive recommendations from the staff, and make a final decision on the implementation of report recommendations at a future meeting.

There being no further business to come before the board, the meeting adjourned at 3:50 p.m.

Mary Koehlinger

Mary Koehlinger, President

Charles E. Coleman

Charles E. Coleman, Secretary

AGENDA

Board of Library Trustees
ALLEN COUNTY PUBLIC LIBRARY
April 26, 1988
3:00 p.m. - Room 4, Main Library

1. Roll call.

2. Adoption of the agenda.

3. Approval of the minutes of the regular meeting of March 24, 1988.

4. Financial report for March, 1988.

5. Payment of bills.

6. Report of director.

7. Committee reports.

8. Personnel.

9. Resolution No. 1988-11, "A Resolution to Amend the Policy on Travel."

10. Other business.

11. Adjournment.

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

Meeting of April 26, 1988, in Regular Session

The Board of Library Trustees of the Allen County Public Library met in regular session on Tuesday, April 26, 1988, at 3:00 p.m. in room 4 of the main library. Those present were Mrs. Koehlinger, presiding, Mr. Andorfer, Mrs. Gates, Mrs. Riley, and Mr. Carmean. Mr. Coleman and Mr. McMahan were absent.

Mrs. Koehlinger asked board members to add one item to the agenda under number 10, other business. Mrs. Gates was appointed secretary pro tempore.

Then on motion of Mrs. Gates the agenda was adopted as amended.

On motion of Mrs. Riley the minutes of the regular meeting of March 24, 1988, were approved as written.

Mr. Reitenour presented the financial report for March ,1988. The report as presented is appended to and made a part of these minutes.

Mr. Krull then certified that the bills summarized below were true and correct and supported by appropriate documentation to the best of his knowledge and belief. Then on motion of Mr. Andorfer the bills were approved for payment.

Manual checks and wires: April			$8,273.46
Gross Payrolls:			
April	01		134,183.11
April	15		133,803.63
Accounts Payable Check Batches:			
March	25		46,904.55
April	01		44,364.49
April	08		141,107.70
April	15		197,052.15
Check Runs Subtotal:		$429,428.89	
Grand Total			$ 705,689.09

Mr. Krull next presented the report of the director.

The program for the staff development day to be held Friday, May

6, has been established by a staff committee. Staff members may select from a variety of programs to be held throughout the day.

Mr. Fortriede presented a report on library service statistics for the month of March and for the year to date.

The air conditioning system at the main library will be out of service for approximately two weeks in order to complete repairs to the chiller tower on the roof.

Mr. Krull is scheduled to meet with the editorial board of the Journal Gazette on May 4 to discuss issues pertaining to proposed capital improvements, new branches and the bond issue required to finance these projects.

Ms. Stanley gave a report on the automation project noting that bibliographic records for all new acquisitions are currently being added to the library's data base via an interface with the OCLC system. Work is continuing on the conversion of retrospective bibliographic files by AMIGOS bibliographic center in Dallas.

Mr. Krull raised the issue of the need for a program to address the preservation and conservation of library materials. This is a matter of concern to libraries around the world as the acid paper used in book publishing over the last century deteriorates, becomes brittle, and falls apart. The Preservation and conservation are likely to be major issues for the Allen County Public Library in the years to come.

The safeguarding of library materials from theft is another issue that needs to be studied. The large number of entrances into the main library makes this problem particularly difficult and it may be necessary to reduce the number of public entrances into the building. The board will be kept apprised of any plans in this regard.

On motion of Mrs. Gates the following appointments were approved.

David Dawkins	Manager Housekeeping Services	#470	$20,277.66
Fran Hatton	Acquisitions Assistant Acquisitions Services	#557	$11,700.00
Mary Lou Klopfenstein	Acquisitions Assistant Acquisitions Services	#556	$11,700.00
John Ganaway	Acquisitions Assistant	#552	$11,700.00

Mr. Krull presented a proposed amendment to the library's policy on travel and meeting expense reimbursement. After discussion,

Mr. Andorfer moved the adoption of Resolution No. 1988-11. " A Resolution to Amend the Policy On Travel." The motion carried and the resolution so adopted is appended to and made a part of these minutes. Mr. Andorfer suggested that the administration continue to monitor the effectiveness of the travel policy and report to the board as appropriate.

Mr. Carmean introduced a resolution, No. 1988-12, "To Transfer Appropriations Within the General Fund." Mr. Andorfer moved to amend the resolution by deleting the following part:

"LIBRARY OPERATING FUND	AMOUNT APPROPRIATED
3504 Trash Disposal	$1,100.00
LIBRARY OPERATING FUND	AMOUNT REDUCED
3502 Electricity	$1,100.00"

The resolution was adopted as amended and is appended in its final form to these minutes and made a part thereof.

There being no further business to come before the board the meeting adjourned at 3:58 p.m.

Mary M. Koehlinger

Mary M. Koehlinger, President

Rae Gates

Rae Gates, Secretary Pro Tempore

FS#686
MARCH - UNAUDITED
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ALLEN COUNTY PUBLIC LIBRARY
INTERNAL BUDGETARY STATEMENT--GENERAL FUND ONLY
FOR THE YEAR-TO-DATE ENDED MARCH 31, 1988

19-Apr-88

GLA#	CATEGORY	1988 APPROPRIATION ADVERTISED	1988 APPROPRIATION CURRENT	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/87 +	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 3/31/88 -	ACCRUAL BASIS YEAR-TO-DATE ACTUAL	ACCRUAL BASIS PERCENT REMAINING	ENCUMBRANCE BASIS OPEN ENCUMBRANCES	ENCUMBRANCE BASIS YEAR-TO-DATE ENCUMBERED	ENCUMBRANCE BASIS UNENCUMBERED BALANCE	ENCUMBRANCE BASIS PERCENT REMAINING
	REVENUES:												
5101	AUTO EXCISE TAX	802,259	802,259	0.00				0.00					
5102	REAL PROPERTY TAX LEVY	5,843,229	5,843,229	0.00				0.00					
5103	INTANGIBLES TAX	98,964	98,964	0.00				0.00					
	TOTAL LOCAL TAX REVENUES	6,744,452	6,744,452	0		0.00	0.00	0.00					
5201	PHOTOCOPYING FEES	106,000	106,000	28,931.03				28,931.03					
5202	EXTENDED USE FEES	112,000	112,000	28,970.28		(24.00)	(63.00)	28,931.28					
	TOTAL USER FEES	218,000	218,000	57,901.31		(24.00)	(63.00)	57,862.31					
5301	FEDERAL OPERATING GRANTS	0	0	0.00				0.00					
5302	STATE OPERATING GRANTS	31,500	31,500	13,400.00				13,400.00					
5303	CITY OPERATING GRANTS	0	0	0.00				0.00					
	TOTAL GRANTS	31,500	31,500	13,400.00		0.00	0.00	13,400.00					
5401	PARKING REVENUES-239 W WAYNE	76,400	76,400	16,500.00				16,500.00					
5402	PARKING REVENUES-900 S HARRISO	76,400	76,400	16,500.00				16,500.00					
5403	PARKING REVENUES-236 W WASHING	200	200	762.44				762.44					
5404	OTHER PARKING REVENUES	0	0	200.00				200.00					
	TOTAL PARKING REVENUES	153,000	153,000	33,962.44		0.00	0.00	33,962.44					
5501	SERVICE CENTER RENT	9,120	9,120	2,400.00				2,400.00					
5502	OTHER RENTAL INCOME			10.00				10.00					
5601	UNRESTRICTED GIFTS & DONATIONS	2,500	2,500	15.05				15.05					
5650	INTEREST	18,000	18,000	10,041.35				10,041.35					
				0.00									
5701	ACPL PUBLICATIONS	0	0	169.00			0.00	169.00					
5702	RESEARCH SERVICES	0	0	1,748.03				1,748.03					
5703	LOST/DAMAGED LIBRARY MATERIALS	9,000	9,000	2,559.55				2,559.55					
5704	REFUNDS/DISCOUNTS EARNED	0	0	1,107.51				1,107.51					
5705	INSURANCE CLAIM PAYMENTS	0	0	0.00				0.00					
5706	OTHER REVENUES	25,000	25,000	1,004.62				1,004.62					
	TOTAL MISCELLANEOUS REVENUES	34,000	34,000	6,588.71		0.00	0.00	6,588.71					
	TOTAL REVENUES	7,210,572	7,210,572	124,318.86		(24.00)	(63.00)	124,279.86					

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ALLEN COUNTY PUBLIC LIBRARY
INTERNAL BUDGETARY STATEMENT--GENERAL FUND ONLY
FOR THE YEAR-TO-DATE ENDED MARCH 31, 1988

19-Apr-88

GLA#	CATEGORY	1988 APPROPRIATION ADVERTISED	1988 APPROPRIATION CURRENT	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/87 +	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 3/31/88 -	ACCRUAL BASIS YEAR-TO-DATE ACTUAL	ACCRUAL BASIS PERCENT REMAINING	ENCUMBRANCE BASIS OPEN ENCUMBRANCES	ENCUMBRANCE BASIS YEAR-TO-DATE ENCUMBERED	ENCUMBRANCE BASIS UNENCUMBERED BALANCE	ENCUMBRANCE BASIS PERCENT REMAINING
	EXPENDITURES:												
	** PERSONAL SERVICES **												
1101	SALARIED TIME WORKED	2,297,000	2,320,106	488,163.89	78.96%	63,166.74	138,400.00	563,397.15	75.72%		488,163.89	1,831,942.11	78.96%
1102	SALARIED OVERTIME	6,000	6,000	1,007.60	83.21%			1,007.60	83.21%		1,007.60	4,992.40	83.21%
1103	SALARIED VACATION	168,500	170,500	42,155.24	75.28%			42,155.24	75.28%		42,155.24	128,344.76	75.28%
1104	SALARIED SICK PAY	66,400	66,400	15,342.57	76.89%			15,342.57	76.89%		15,342.57	51,057.43	76.89%
1105	SALARIED DISABILITY PAY	8,100	8,100	520.40	93.58%			520.40	93.58%		520.40	7,579.60	93.58%
1106	SALARIED HOLIDAY	81,400	81,400	52,965.32	34.93%			52,965.32	34.93%		52,965.32	28,434.68	34.93%
1107	SALARIED JURY DUTY	200	200	6.49	96.76%			6.49	96.76%		6.49	193.51	96.76%
1108	SALARIED DEATH-IN-FAMILY	3,400	3,400	403.17	88.14%			403.17	88.14%		403.17	2,996.83	88.14%
1109	SALARIED TRAVEL/MEETINGS	40,800	40,800	4,304.09	89.45%			4,304.09	89.45%		4,304.09	36,495.91	89.45%
1110	SALARIED PREMIUM TIME	12,000	12,000	4,255.76	64.54%			4,255.76	64.54%		4,255.76	7,744.24	64.54%
1111	SALARIED TAXABLE FRINGE BENEFI	0	0	0.00				0.00			0.00	0.00	
1112	SALARIED RELOCATION	2,000	2,000	0.00				0.00			0.00	2,000.00	
	TOTAL SALARIES	2,685,800	2,710,906	609,124.53	77.53%	63,166.74	138,400.00	684,357.79	74.76%	0.00	609,124.53	2,101,781.47	77.53%
1201	HOURLY TIME WORKED	685,400	692,294	167,939.11	75.74%	51,681.88	43,700.00	159,957.23	76.89%		167,939.11	524,354.89	75.74%
1202	HOURLY OVERTIME	1,000	1,000	1,101.15	-10.12%			1,101.15	-10.12%		1,101.15	(101.15)	-10.12%
1203	HOURLY VACATION	20,800	20,800	3,980.07	80.87%			3,980.07	80.87%		3,980.07	16,819.93	80.87%
1204	HOURLY SICK PAY	1,800	1,800	424.27	76.43%			424.27	76.43%		424.27	1,375.73	76.43%
1205	HOURLY DISABILITY PAY	0	0	0.00				0.00			0.00	0.00	
1206	HOURLY HOLIDAY	13,000	13,000	6,151.17	52.68%			6,151.17	52.68%		6,151.17	6,848.83	52.68%
1207	HOURLY JURY DUTY	110	110	14.60	86.73%			14.60	86.73%		14.60	95.40	86.73%
1208	HOURLY DEATH-IN-FAMILY	700	700	235.46	66.36%			235.46	66.36%		235.46	464.54	66.36%
1209	HOURLY TRAVEL/MEETINGS	1,825	1,825	146.33	91.98%			146.33	91.98%		146.33	1,678.67	91.98%
	TOTAL HOURLY WAGES	724,635	731,529	179,992.16	75.40%	51,681.88	43,700.00	172,010.28	76.49%	0.00	179,992.16	551,536.84	75.40%
1301	SUMMER EMPLOYEES- TIME WORKED	115,000	115,000	1,510.57	98.69%			1,510.57	98.69%		1,510.57	113,489.43	98.69%
1302	SUMMER EMPLOYEES-OVERTIME	0	0	0.00				0.00			0.00	0.00	
1401	SHORT-TERM STAFF TIME WORKED	22,000	22,000	6,262.08	71.54%			6,262.08	71.54%		6,262.08	15,737.92	71.54%
1402	SHORT-TERM STAFF OVERTIME	0	0	0.00				0.00			0.00	0.00	
	TOTAL SUMMER & SHORT-TERM STAFF	137,000	137,000	7,772.65	94.33%	0.00	0.00	7,772.65	94.33%	0.00	7,772.65	129,227.35	94.33%
	TOTAL COMPENSATION	3,547,435	3,579,435	796,889.34	77.74%	114,848.62	182,100.00	864,140.72	75.86%	0.00	796,889.34	2,782,545.66	77.74%
1501	EMPLOYER FICA	265,500	270,500	69,923.59	74.15%	8,211.68	13,675.00	75,386.91	72.13%		69,923.59	200,576.41	74.15%
1502	UNEMPLOYMENT REIMBURSEMENT	5,400	5,400	279.20	94.83%		112.83	392.03	92.74%		279.20	5,120.80	94.83%
1503	EMPLOYER PERF	127,500	132,500	33,242.81	74.91%	33,264.92	29,663.26	29,641.15	77.63%		33,242.81	99,257.19	74.91%
1504	GROUP INSURANCE	173,460	173,460	41,716.58	75.95%	186.72	0.00	41,529.86	76.06%		41,716.58	131,743.42	75.95%
	TOTAL EMPLOYEE BENEFITS	571,860	581,860	145,162.18	75.05%	41,663.32	43,451.09	146,949.95	74.74%	0.00	145,162.18	436,697.82	75.05%
	TOTAL PERSONAL SERVICES	4,119,295	4,161,295	942,051.52	77.36%	156,511.94	225,551.09	1,011,090.67	75.70%	0.00	942,051.52	3,219,243.48	77.36%

FS#680
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ALLEN COUNTY PUBLIC LIBRARY
INTERNAL BUDGETARY STATEMENT--GENERAL FUND ONLY
FOR THE YEAR-TO-DATE ENDED MARCH 31, 1988

19-Apr-88

GLA#	CATEGORY	1988 APPROPRIATION ADVERTISED	1988 APPROPRIATION CURRENT	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/87 +	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 3/31/88 -	ACCRUAL BASIS YEAR-TO-DATE ACTUAL	ACCRUAL BASIS PERCENT REMAINING	ENCUMBRANCE BASIS OPEN ENCUMBRANCES	ENCUMBRANCE BASIS YEAR-TO-DATE ENCUMBERED	ENCUMBRANCE BASIS UNENCUMBERED BALANCE	ENCUMBRANCE BASIS PERCENT REMAINING
** SUPPLIES **													
2101	OFFICE SUPPLIES	65,000	52,700	7,606.98	85.57%	1,078.06	1,375.95	7,904.87	85.00%	1,203.88	8,810.86	43,889.14	83.28%
	TOTAL OFFICE SUPPLIES	65,000	52,700	7,606.98	85.57%	1,078.06	1,375.95	7,904.87	85.00%	1,203.88	8,810.86	43,889.14	83.28%
2201	CLEANING SUPPLIES	16,000	16,000	5,844.57	63.47%	702.54	1718.84	6,860.87	57.12%	1,767.38	7,611.95	8,388.05	52.43%
2202	VEHICLE FUEL	13,000	13,000	3,012.50	76.83%	59.44	561.33	3,514.39	72.97%		3,012.50	9,987.50	76.83%
2203	HEATING OIL	10,000	10,000	372.77	96.27%		0.00	372.77	96.27%		372.77	9,627.23	96.27%
2204	COPIER SUPPLIES	34,500	34,500	19,410.97	43.74%	1516.87	474.72	18,368.82	46.76%	2,072.80	21,483.77	13,016.23	37.73%
2205	LIBRARY MATERIALS SUPPLIES	13,000	13,000	5,644.19	56.58%		157.23	5,801.42	55.37%	4,374.75	10,018.94	2,981.06	22.93%
2206	MATERIALS ACCESS SUPPLIES	16,000	16,000	1,349.20	91.57%		34.53	1,383.73	91.35%	685.20	2,034.40	13,965.60	87.29%
2207	CRAFT SUPPLIES	5,500	5,500	493.25	91.03%	31.12	121.75	583.88	89.38%	146.26	639.51	4,860.49	88.37%
2208	OTHER OPERATING SUPPLIES	92,000	92,000	29,315.23	68.14%	1727.55	7,452.99	35,040.67	61.91%	18,653.63	47,968.86	44,031.14	47.86%
	TOTAL OPERATING SUPPLIES	200,000	200,000	65,442.68	67.28%	4,037.52	10,521.39	71,926.55	64.04%	27,700.02	93,142.70	106,857.30	53.43%
2301	MAINTENANCE SUPPLIES	18,000	17,000	2,409.15	85.83%	147.94	112.20	2,373.41	86.04%	219.41	2,628.56	14,371.44	84.54%
2302	REPAIR PARTS	17,000	18,000	767.17	95.74%	351.95	508.29	923.51	94.87%	2,553.49	3,320.66	14,679.34	81.55%
	TOTAL MAINTENANCE SUPPLIES	35,000	35,000	3,176.32	90.92%	499.89	620.49	3,296.92	90.58%	2,772.90	5,949.22	29,050.78	83.00%
	TOTAL SUPPLIES	300,000	287,700	76,225.98	73.51%	5,615.47	12,517.83	83,128.34	71.11%	31,676.80	107,902.78	179,797.22	62.49%

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ALLEN COUNTY PUBLIC LIBRARY
INTERNAL BUDGETARY STATEMENT--GENERAL FUND ONLY
FOR THE YEAR-TO-DATE ENDED MARCH 31, 1988

19-Apr-88

GLA#	CATEGORY	1988 APPROPRIATION ADVERTISED	1988 APPROPRIATION CURRENT	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/87 +	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 3/31/88 -	ACCRUAL BASIS YEAR-TO-DATE ACTUAL	ACCRUAL BASIS PERCENT REMAINING	ENCUMBRANCE BASIS OPEN ENCUMBRANCES	ENCUMBRANCE BASIS YEAR-TO-DATE ENCUMBERED	ENCUMBRANCE BASIS UNENCUMBERED BALANCE	ENCUMBRANCE BASIS PERCENT REMAINING
** OTHER SERVICES AND CHARGES **													
3101	CONSULTING	37,000	7,000	3,560.00	49.14%			3,560.00	49.14%		3,560.00	3,440.00	49.14%
3102	ENGINEERING & ARCHITECTURAL	5,000	42,000	38,715.10	7.82%	3,264.00	0.00	35,451.10	15.59%		38,715.10	3,284.90	7.92%
3103	LEGAL SERVICES	2,500	7,500	1,270.50	83.06%	304.00	0.00	966.50	87.11%		1,270.50	6,229.50	83.06%
3104	PROGRAM PRESENTERS	5,500	5,500	766.50	86.06%		50.00	816.50	85.15%	530.00	1,296.50	4,203.50	76.43%
3105	TEMPORARY HELP SERVICES	47,000	47,000	1,305.79	97.22%	1,218.79	917.99	1,004.99	97.86%		1,305.79	45,694.21	97.22%
3106	OTHER PROFESSIONAL SERVICES	8,000	8,000	1,908.55	76.14%	72.51	2,403.40	4,239.44	47.01%	2,404.95	4,313.50	3,686.50	46.08%
	TOTAL PROFESSIONAL SERVICES	105,000	117,000	47,526.44	59.38%	4,859.30	3,371.39	46,038.53	60.65%	2,934.95	50,461.39	66,538.61	56.87%
3201	TELEPHONE SERVICE	85,000	83,000	18,693.59	77.48%	1,030.72	548.46	18,211.33	78.06%		18,693.59	64,306.41	77.48%
3202	POSTAGE & SHIPPING	58,000	58,000	14,333.88	75.29%	35.84	23.23	14,321.27	75.31%	20,000.00	34,333.88	23,666.12	40.80%
3203	TRAVEL & MEETINGS	26,000	26,000	3,381.38	86.99%		99.93	3,481.31	86.61%		3,381.38	22,618.62	86.99%
3204	RECRUITING	4,500	4,500	968.07	78.49%		124.60	1,092.67	75.72%		968.07	3,531.93	78.49%
3205	TRAINING & DEVELOPMENT	15,000	15,000	1,127.00	92.49%			1,127.00	92.49%		1,127.00	13,873.00	92.49%
	COMMUNICATION & TRANSPORTATION	188,500	186,500	38,503.92	79.35%	1,066.56	796.22	38,233.58	79.50%	20,000.00	58,504	127,996	68.63%
3301	PUBLICATION OF LEGAL NOTICES	700	700	76.90	89.01%			76.90	89.01%		76.90	623.10	89.01%
3302	OUTSIDE VENDOR PRINTING	9,000	9,000	4,447.27	50.59%	225.00	144.00	4,366.27	51.49%	1,197.00	5,644.27	3,355.73	37.29%
	TOTAL PUBLICATION & PRINTING	9,700	9,700	4,524.17	53.36%	225.00	144.00	4,443.17	54.19%	1,197.00	5,721.17	3,978.83	41.02%
3401	INSURANCE	110,000	110,000	26,154.00	76.22%	3,634.00	0.00	22,520.00	79.53%		26,154.00	83,846.00	76.22%
	TOTAL INSURANCE	110,000	110,000	26,154.00	76.22%	3,634.00	0.00	22,520.00	79.53%	0.00	26,154.00	83,846.00	76.22%
3501	NATURAL GAS	92,600	92,600	35,506.80	61.66%		1,315.91	36,822.71	60.23%		35,506.80	57,093.20	61.66%
3502	ELECTRICITY	272,000	272,000	68,698.16	74.74%		17,611.18	86,309.34	68.27%		68,698.16	203,301.84	74.74%
3503	WATER & SEWER	9,000	9,000	1,559.08	82.68%		11.30	1,570.38	82.55%	0.00	1,559.08	7,440.92	82.68%
3504	TRASH DISPOSAL	6,400	6,400	1,802.00	71.84%		630.00	2,432.00	62.00%	5,683.00	7,485.00	(1,085.00)	-16.95%
	TOTAL UTILITY SERVICES	380,000	380,000	107,566.04	71.69%	0.00	19,568.39	127,134.43	66.54%	5,683.00	113,249.04	266,750.96	70.20%
3601	BUILDING REPAIR & MAINTENANCE	80,000	80,000	7,339.35	90.83%	139.39	2,408.70	9,608.66	87.99%	7,207.09	14,546.44	65,453.56	81.82%
3602	HVAC SERVICE	17,000	17,000	9,416.66	44.61%	1,953.56	4,230.85	11,693.21	31.22%	4,232.00	13,648.66	3,351.34	19.71%
3603	LANDSCAPING SERVIES	16,000	16,000	3,548.07	77.82%	0.00	619.50	4,167.57	73.95%	16,670.00	20,218.07	(4,218.07)	-26.36%
3604	COMPUTER MAINTENANCE	135,000	135,000	45,409.95	66.36%	23,995.40	140.00	21,554.55	84.03%	72,364.00	117,773.95	17,226.05	12.75%
3605	COPIER SERVICE	25,000	25,000	7,351.60	70.59%	1,800.00	0.00	5,551.60	77.79%	12,990.00	20,341.60	4,658.40	18.63%
3606	VEHICLE SERVICE	23,000	23,000	2,179.51	90.52%	61.25	92.50	2,210.76	90.39%	1,486.61	3,666.12	19,333.88	84.05%
3607	OTHER EQUIPMENT SERVICE	50,000	50,000	20,323.23	59.35%	1,401.13	4,897.70	23,819.80	53.96%	23,717.67	44,040.90	5,959.10	11.92%
	TOTAL REPAIRS & MAINTENANCE	346,000	346,000	95,568.37	72.38%	29,350.67	11,588.45	77,806.15	77.51%	138,667.37	234,235.74	111,764.26	32.30%
3701	REAL ESTATE RENTAL/LEASING	2,700	2,700	690.00	74.44%			690.00	74.44%	1,840.00	2,530.00	170.00	6.30%
3702	EQUIPMENT RENTAL/LEASING	44,000	44,000	14,087.53	67.98%	1,466.24	1,789.46	14,410.75	67.25%	29,197.47	43,285.00	715.00	1.63%
	LEASING & RENTALS	46,700	46,700	14,777.53	68.36%	1,466.24	1,789.46	15,100.75	67.66%	31,037.47	45,815.00	885.00	1.90%

FS#680
MARCH - UNAUDITED
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ALLEN COUNTY PUBLIC LIBRARY
INTERNAL BUDGETARY STATEMENT--GENERAL FUND ONLY
FOR THE YEAR-TO-DATE ENDED MARCH 31, 1988

19-Apr-88

GL#	CATEGORY	1988 APPROPRIATION ADVERTISED	1988 APPROPRIATION CURRENT	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/87 (+)	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 3/31/88 (-)	ACCRUAL BASIS YEAR-TO-DATE ACTUAL	ACCRUAL BASIS PERCENT REMAINING	ENCUMBRANCE BASIS OPEN ENCUMBRANCES	ENCUMBRANCE BASIS YEAR-TO-DATE ENCUMBERED	ENCUMBRANCE BASIS UNENCUMBERED BALANCE	ENCUMBRANCE BASIS PERCENT REMAINING
3901	DUES & MEMBERSHIPS	6,900	7,200	7,054.74	2.02%		35.00	7,089.74	1.53%		7,054.74	145.26	2.02%
3902	INTEREST ON TEMPORARY LOANS	50,000	50,000	0.00	100.00%			0.00	100.00%		0.00	50,000.00	100.00%
3903	TAXES & ASSESSMENTS	3,300	3,300	0.00	100.00%			0.00	100.00%		0.00	3,300.00	100.00%
3904	TRANSFER TO LIRF FUND	0	0	0.00				0.00			0.00	0.00	
3905	MATERIALS CONSERVATION SERVICE	50,000	50,000	6,112.64	87.77%	1,425.14	0.00	4,687.50	90.63%		6,112.64	43,887.36	87.77%
3906	COMPUTER SERVICES	110,000	110,000	28,492.83	74.10%	2,846.40	1,177.07	26,823.50	75.62%	8,051.15	36,543.98	73,456.02	66.78%
	TOTAL MISCELLANEOUS SERVICES	220,200	220,500	41,660.21	81.11%	4,271.54	1,212.07	38,600.74	82.49%	8,051.15	49,711.36	170,788.64	77.46%
	TOTAL OTHER SERVICES & CHARGES	1,406,100	1,416,400	376,200.68	73.43%	44,873.31	38,469.98	369,877.35	73.89%	207,570.94	583,851.62	832,548.38	58.78%
	*** CAPITAL OUTLAYS ***												
4401	FURNITURE & EQUIPMENT	222,710	82,710	6,844.72	91.72%	1,905.52	3,557.06	8,496.26	89.73%	18,167.80	25,012.52	57,697.48	69.76%
4403	COMPUTER EQUIPMENT	10,000	10,000	0.00	100.00%			0.00	100.00%	7,968.00	7,968.00	2,032.00	20.32%
4405	TELEVISION EQUIPMENT	10,000	10,000	0.00	100.00%			0.00	100.00%		0.00	10,000.00	100.00%
4407	VEHICLES	30,000	30,000	0.00	100.00%			0.00	100.00%		0.00	30,000.00	100.00%
4409	BUILDINGS	0	140,000	0.00	100.00%			0.00	100.00%		0.00	140,000.00	100.00%
4411	LAND	0	0	0.00				0.00			0.00	0.00	
	GENERAL FIXED ASSETS	272,710	272,710	6,844.72	97.49%	1,905.52	3,557.06	8,496.26	96.88%	26,135.80	32,980.52	239,729.48	87.91%
4510	BOOKS	1,431,895	1,391,895	224,396.57	83.88%	41,018.99	12,887.34	196,264.92	85.96%	181,972.64	406,369.21	985,525.79	70.80%
4520	PERIODICALS	200,000	200,000	27,830.79	86.08%	3,459.40	8,583.77	32,955.16	83.52%	2,543.88	35,499.04	164,500.96	82.25%
4530	NON-PRINT MATERIALS	160,000	160,000	18,512.95	88.43%	3,502.19	59.95	15,070.71	90.58%	12,879.82	31,392.77	128,607.23	80.38%
	TOTAL LIBRARY MATERIALS	1,791,895	1,751,895	270,740.31	84.55%	47,980.58	21,531.06	244,290.79	86.06%	197,396.34	473,261.02	1,278,633.98	72.99%
	TOTAL CAPITAL OUTLAYS	2,064,605	2,024,605	277,585.03	86.29%	49,886.10	25,088.12	252,787.05	87.51%	223,532.14	506,241.54	1,518,363.46	75.00%
	TOTAL EXPENDITURES	7,890,000	7,890,000	1,672,143.21	78.81%	256,886.82	301,627.02	1,716,883.41	78.24%	462,779.88	2,140,047.46	5,749,952.54	72.83%
	EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(679,428)	(679,428)	(1,547,824.35)		(256,910.82)	(301,690.02)	(1,592,603.55)		(462,779.88)	(2,140,047.46)	(5,749,952.54)	

MODIFIED ACCRUAL
UNAUDITED
MARCH 88
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ALLEN COUNTY PUBLIC LIBRARY
COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES--
ALL GOVERNMENTAL FUND TYPES AND EXPENDABLE TRUST FUNDS
FOR THE YEAR-TO-DATE ENDED MARCH 31, 1988

	GOVERNMENTAL FUND TYPES				FIDUCIARY FUND TYPE	TOTALS (MEMORANDUM ONLY)	
	GENERAL	SPECIAL REVENUE	DEBT SERVICE	CAPITAL PROJECTS	EXPENDABLE TRUST	YEAR-TO-DATE MAR 31, 1988	
REVENUES:							
AUTO EXCISE TAX						0.00	
REAL PROPERTY TAX LEVY						0.00	
INTANGIBLES TAX						0.00	
USER FEES	57,862.31					57,862.31	
INTERGOVERNMENTAL REVENUE	13,400.00					13,400.00	
PARKING FEES	33,962.44					33,962.44	
GIFTS & DONATIONS	15.05	329.50				344.55	
INTEREST	10,041.35			31,639.80		41,681.15	
OTHER REVENUES	8,998.71					8,998.71	
TOTAL REVENUES	124,279.86	329.50	0.00	31,639.80	0.00	156,249.16	0.00
EXPENDITURES--CURRENT:							
COMPENSATION & BENEFITS	1,011,090.67					1,011,090.67	
SUPPLIES	83,128.34			432.82		83,561.16	
PROFESSIONAL SERVICES	50,481.70			12.00		50,493.70	
COMMUNICATION & TRANSPORTATION	38,233.58					38,233.58	
INSURANCE	22,520.00					22,520.00	
UTILITY SERVICES	127,134.43					127,134.43	
REPAIRS & MAINTENANCE	77,806.15					77,806.15	
LEASING & MISCELLANEOUS SERVICES	53,701.49	135.00		188,858.67		242,695.16	
EXPENDITURES--CAPITAL OUTLAY:						0.00	
GENERAL FIXED ASSETS	8,496.26			128,841.25		137,337.51	
LIBRARY MATERIALS	244,290.79	49.00		18,600.00		262,939.79	
EXPENDITURES--DEBT SERVICE:						0.00	
PRINCIPAL RETIREMENT						0.00	
INTEREST CHARGES						0.00	
TOTAL EXPENDITURES	1,716,883.41	184.00	0.00	336,744.74	0.00	2,053,812.15	0.00
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(1,592,603.55)	145.50	0.00	(305,104.94)	0.00	(1,897,562.99)	0.00
OTHER FINANCING SOURCES (USES):							
PROCEEDS OF G. O. BONDS						0.00	
OPERATING TRANSFERS IN						0.00	
OPERATING TRANSFERS OUT						0.00	
TOTAL OTHER FINANCING SOURCES (USES):	0.00	0.00	0.00	0.00	0.00	0.00	0.00
EXCESS OF REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES	(1,592,603.55)	145.50		(305,104.94)		(1,897,562.99)	0.00
FUND BALANCES-JANUARY 1, 1986	725,223.53	1,715.03	294,264.19	2,272,043.88	3,288.71	3,296,535.34	
FUND BALANCE ADJUSTMENTS FROM JAN 1	77,838.33	0.00		(77,838.33)		0.00	
FUND BALANCES-MARCH 31, 1988	(789,541.69)	1,860.53	294,264.19	1,889,100.61	3,288.71	1,398,972.35	0.00

MARCH 88 - UNAUDITED
COMB0388

ALLEN COUNTY PUBLIC LIBRARY
COMBINED BALANCE SHEET--ALL FUND TYPES AND ACCOUNT GROUPS
AT MARCH 31, 1988

	GOVERNMENTAL FUND TYPES				FIDUCIARY FUND TYPE	ACCOUNT GROUPS		TOTALS: (MEMORANDUM ONLY)	
	GENERAL	SPECIAL REVENUE	DEBT SERVICE	CAPITAL PROJECTS	TRUST & AGENCY	GENERAL FIXED ASSETS	GENERAL LONG-TERM DEBT	MARCH 31 1988	MARCH 31 1987
ASSETS									
CASH ON DEPOSIT	297,394.48	1,860.53	0.00	1,212,537.67	3,288.71			1,515,081.39	
CASH ON HAND	3,385.90							3,385.90	
CASH WITH FISCAL AGENT			14,125.00					14,125.00	
INVESTMENTS AT COST OR AMORTIZED COST				750,000.00				750,000.00	
TAXES DUE FROM COUNTY GOVERNMENT								0.00	
ACCRUED INTEREST				4,511.77				4,511.77	
DUE FROM OTHER GOVERNMENTS	737.58							737.58	
DUE FROM OTHER FUNDS			293,606.69					293,606.69	
PREPAID EXPENDITURES								0.00	
FIXED ASSETS:								0.00	
LAND						1,427,900.48		1,427,900.48	
BUILDINGS						7,782,544.69		7,782,544.69	
LESS ACCUMULATED DEPRECIATION						(2,715,184.07)		(2,715,184.07)	
FURNITURE AND EQUIPMENT						5,003,454.32		5,003,454.32	
LESS ACCUMULATED DEPRECIATION						(3,125,304.83)		(3,125,304.83)	
ACPL LIBRARY COLLECTION						26,302,216.40		26,302,216.40	
AVAILABLE IN DEBT SERVICE FUND							293,606.69	293,606.69	
AMOUNT TO BE PROVIDED--RETIREMENT OF L/T DEBT							3,831,393.31	3,831,393.31	
AMOUNT TO BE PROVIDED--VACATION PAY LIABILITY							215,392.53	215,392.53	
TOTAL ASSETS	301,517.96	1,860.53	307,731.69	1,967,049.44	3,288.71	34,675,626.99	4,340,392.53	41,597,467.85	0.00
LIABILITIES & FUND EQUITY								0.00	
LIABILITIES:								0.00	
ACCOUNTS PAYABLE	89,206.49			77,948.83				167,155.32	
TEMPORARY LOANS/FINANCING	430,000.00							430,000.00	
ACCRUED WAGES & BENEFITS	225,382.14						215,392.53	440,774.67	
UNREMITTED WITHHOLDINGS	27,574.78							27,574.78	
RECORD DEPOSITS PAYABLE	25,289.55							25,289.55	
DUE TO OTHER FUNDS	293,606.69							293,606.69	
DUE TO OTHERS	0.00							0.00	
MATURED BONDS PAYABLE								0.00	
MATURED INTEREST PAYABLE			13,467.50					13,467.50	
GENERAL OBLIGATION BONDS PAYABLE			0.00				4,125,000.00	4,125,000.00	
TOTAL LIABILITIES	1,091,059.65	0.00	13,467.50	77,948.83	0.00	0.00	4,340,392.53	5,522,868.51	0.00
FUND EQUITY:								0.00	
INVESTMENT IN GENERAL FIXED ASSETS						34,675,626.99		34,675,626.99	
FUND BALANCES:								0.00	
RESERVED FOR ENCUMBRANCES	462,779.88	0.00		1,616,849.12				2,079,629.00	
RESERVED FOR PREPAID ITEMS								0.00	
RESTRICTED-SPECIAL REVENUE		1,860.53						1,860.53	
DESIGNATED FOR DEBT SERVICE			294,264.19					294,264.19	
UNDESIGNATED	(1,252,321.57)	0.00		272,251.49	3,288.71			(976,781.37)	
TOTAL FUND EQUITY	(789,541.69)	1,860.53	294,264.19	1,889,100.61	3,288.71	34,675,626.99	0.00	36,074,599.34	0.00
TOTAL LIABILITIES & FUND EQUITY	301,517.96	1,860.53	307,731.69	1,967,049.44	3,288.71	34,675,626.99	4,340,392.53	41,597,467.85	0.00

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

April 26, 1988	)	
	)	
A RESOLUTION TO AMEND THE	)	No. 1988-11
POLICY ON TRAVEL	)	

RESOLVED, by the Board of Library Trustees, of the Allen County Public Library, Allen County, Indiana, that the policy on travel be and hereby is amended to read as follows:

TRAVEL POLICY

The library encourages staff members and members of the Board of Library Trustees to attend professional meetings, to serve on state and national library committees, and to undertake other activities that support the mission of the library. An appropriation will be made in the annual budget, funds permitting, to pay for travel and meeting expenses as authorized by this policy. The director of the library is hereby authorized to grant release time and reimbursement of travel and meeting expenses for staff, at his discretion, according to the provisions set forth in this policy.

1. Payment of Expenses. The library will reimburse all necessary and reasonable expenses of board and staff members traveling as representatives of the library on library business. This includes the attendance of the director and any board members at regional, state, or national professional meetings, workshops, or conferences, and the attendance of other staff members at such events when their attendance is required by the library.

   Staff members may also request, at their own initiative, release time and reimbursement of expenses to attend professional meetings, workshops, or conferences that they feel will enhance their job skills and benefit the library. The granting of release time and reimbursement of expenses for such non-required travel will be made at the discretion of the director, who will base his decision on such factors as the importance and pertinence of the meeting, workshop, or conference; expected benefit to the library and the staff member; work schedules; and availability of funds. The director may authorize release time plus full or partial reimbursement of expenses, release time only, or may disapprove the request.

   Expenses eligible for reimbursement by the library include transportation, registration fees, lodging, meals, parking fees, and necessary miscellaneous expenses. The library will not pay

for traffic tickets, parking violations, alcoholic beverages, or other expenses not allowed by the State Board of Accounts.

2. Use of Library Vehicles. The library encourages the use of library-owned vehicles by persons traveling on library business. All expenses of operating library-owned vehicles will be paid by the library.

3. Privately Owned Vehicles. The library will pay persons who are required to use their own vehicles on library business at a fixed mileage rate equal to that currently allowed by the U.S. Internal Revenue Service. The director may authorize the payment of mileage to individuals using their own vehicles instead of library vehicles if the circumstances warrant.

RESOLVED FURTHER, That this policy shall become effective immediately upon its adoption.

Adopted this 26th day of April, 1988.

Mary M. Koehlinger

Mary M. Koehlinger, President

Rae Gates

Rae Gates, Secretary Pro Tempore

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBREARY TRUSTEES

April 26, 1988)
)
A RESOLUTION TO TRANSFER APPROPRIATIONS) No. 1988-12
WITHIN THE GENERAL FUND)

WHEREAS, It has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget for the various functions of the Allen County Public Library, and

WHEREAS, It has been shown that certain existing appropriations now have unobligated balances which will not be needed for the purposes for which appropriated, it is therefore

RESOLVED, By the Board of Library Trustees, Allen County Public Library, Allen County, Indiana:

Section 1. That for the expenses of the public library the following sums of money are hereby appropriated and ordered set apart out of the several funds herein named and for the purposes herein specified, subject to the laws governing the same:

LIBRARY OPERATING FUND	AMOUNT APPROPRIATED
3102 Engineering & Architectural ..	$ 1,500.00
Total	$ 1,500.00

Section 2. That the following existing appropriations be reduced in the following amounts:

LIBRARY OPERATING FUND	AMOUNT REDUCED
3103 Legal Services	$ 1,500.00
Total	$ 1,500.00

Presented to the Allen County Public Library Board, read in full and adopted this 26th day of April, 1988, by the following aye and nay vote.

Aye	Nay
Dean McMahan	
Charles C. Oleman	
[illegible]	
Mary Kuhlenger	
Patricia E. Riley	
C. Shirley Andrews	
Rae Gates	

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

Meeting of May 9, 1988, in Executive Session

The Board of Library Trustees of the Allen County Public Library met in executive session on Monday, May 9, 1988, at 9:00 a.m. in the board room of the main library, for the purpose of discussing matters relating to real estate. Those present were Mrs. Koehlinger, presiding, Mr. Carmean, Mr. McMahan, Mrs. Gates, and Mrs. Riley.

Mr. McMahan was appointed secretary pro tempore.

No decisions were made, nor were any votes taken, and the meeting adjourned at 10:30 a.m.

Mary M. Koehlinger

Mary M. Koehlinger, President

Alan McMahan

Alan McMahan, Secretary Pro Tempore

AGENDA

Board of Library Trustees
ALLEN COUNTY PUBLIC LIBRARY
May 26, 1988
3:00 p.m. - Room 4, Main Library

1. Roll call.
2. Adoption of the agenda.
3. Approval of the minutes of the regular meeting of April 26, 1988.
4. Financial report for April, 1988.
5. Payment of bills.
6. Report of director.
7. Committee reports.
8. Personnel.
9. Approval of change orders for Children's Room renovation.
10. Resolution to transfer appropriations within the general fund.
11. Acceptance and approval of treasurer's bond.
12. Other business.
13. Adjournment.

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

Meeting of May 26, 1988, in Regular Session

The Board of Library Trustees of the Allen County Public Library met in regular session on Thursday, May 26, 1988, at 3:00 p.m. in room 4 of the main library. Those present were Mrs. Koehlinger, presiding, Mr. Andorfer, Mrs. Gates, Mrs. Riley, Mr. Carmean, Mr. Coleman and Mr. McMahan. No members of the board were absent.

Mrs. Koehlinger called board members' attention to a revised agenda incorporating four additional items under other business. Then on motion of Mr. Carmean the agenda was adopted as amended.

On motion of Mrs. Gates the minutes of the meeting of April 14, 1988 in special session, the meeting of April 26, 1988 in regular session, and the meeting of May 9, 1988 in executive session were approved as written.

Mr. Reitenour presented the financial report for April, 1988. The report as presented is appended to and made a part of these minutes.

Mr. Krull certified that the bills summarized below were true and correct and supported by appropriate documentation to the best of his knowledge and belief. Then on motion of Mr. Andorfer the bills were approved for payment.

Manual checks and wires: April			$8,273.46
Gross Payrolls:			
April	01		134,183.11
April	15		133,803.63
Accounts Payable Check Batches:			
March	25		46,904.55
April	01		44,364.49
April	08		141,107.70
April	15		197,052.15
Check Runs Subtotal:		$429,428.89	
Grand Total			$ 705,689.09

Mr. Krull next presented a brief report.

The staff development day that was held on May 6 was very productive and well received by the staff. Numerous favorable comments have been received by staff members who felt that the day was informative and enjoyable. Several members of the staff have written notes of appreciation to the board for making the day possible.

Mr. Krull distributed copies of revised policies for inclusion in board members' policy manuals.

On motion of Mr. McMahan the following personnel appointments were approved.

David Dawkins	Manager Housekeeping Services	#470	$20,277.66
Fran Hatton	Acquisitions Assistant Acquisitions Services	#557	11,700.00
Mary Lou Klopfenstein	Acquisitions Assistant Acquisitions Services	#556	11,700.00
John Ganaway	Acquisitions Assistant Acquisitions Services	#552	11,700.00

Mr. McMahan moved the approval of two change orders concerning the renovation of the children's room as follows: Change order # FS-1 relating to the equipment contract with File Control Systems at an additional net cost of $2,457, and Change Order # G-1 for JSH Inc. involving thirteen various changes in the construction contract, but no net change in the contract amount. The motion carried unanimously.

Mr. McMahan moved the adoption of Resolution No. 1988-13. "A Resolution To Transfer Appropriations Within the General Fund." The motion carried and the resolution so adopted is appended to and made a part of these minutes.

Mr. Carmean moved the acceptance and approval of a Treasurer's Bond for Mr. Reitenour in the amount of $100,000, premium payable by the library. The motion carried.

Mr. McMahan moved the adoption of Resolution No. 1988-14. "Resolution To Publish Notice to Taxpayers of Proposed Additional Appropriations." The motion for adoption carried and the resolution so adopted is appended to and made a part of these minutes.

Mr. McMahan moved the adoption of Resolution No. 1988-15. "Resolution to Advertise For Bids For the Purchase of Television Equipment." The motion carried and the resolution as adopted is appended to and made a part of these minutes.

On motion of Mr. Carmean, joint promotional activities for the

Children's Summer Reading Program were approved for the following participants: Reader's World to provide a certificate, book mark, and one chance in a drawing for a free book; and GTE to provide $160.00 to pay the cost of program presenters for "You Can Be A Champion Musician" program, and "You Can Be A Champion Actor" program.

Mr. McMahan moved that Mr. Krull be appointed to the INCOLSA Board of Directors for a three year term. The motion carried.

There being no further business to come before the board the meeting adjourned at 3:35 p.m.

Mary M. Koehlinger

Mary M. Koehlinger, President

Charles E. Coleman

Charles E. Coleman, Secretary

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ALLEN COUNTY PUBLIC LIBR[redacted]
INTERNAL BUDGETARY STATEMENT--GENERAL FUND ONLY
FOR THE YEAR-TO-DATE ENDED APRIL 30, 1988

16-M[redacted]

GL#	CATEGORY	1988 APPROPRIATION ADVERTISED	1988 APPROPRIATION CURRENT	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/87 +	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 4/30/88 -	ACCRUAL BASIS YEAR-TO-DATE ACTUAL	ACCRUAL BASIS PERCENT REMAINING	ENCUMBRANCE BASIS OPEN ENCUMBRANCES	ENCUMBRANCE BASIS YEAR-TO-DATE ENCUMBERED	ENCUMBRANCE BASIS UNENCUMBERED BALANCE	ENCUMBRANCE BASIS PERCENT REMAINING
	REVENUES:												
5101	AUTO EXCISE TAX	802,259	802,259	0.00				0.00					
5102	REAL PROPERTY TAX LEVY	5,843,229	5,843,229	0.00				0.00					
5103	INTANGIBLES TAX	98,964	98,964	0.00				0.00					
	TOTAL LOCAL TAX REVENUES	6,744,452	6,744,452	0		0.00	0.00	0.00					
5201	PHOTOCOPYING FEES	106,000	106,000	38,377.20				38,377.20					
5202	EXTENDED USE FEES	112,000	112,000	38,225.53		(24.00)	0.00	38,249.53					
	TOTAL USER FEES	218,000	218,000	76,602.73		(24.00)	0.00	76,626.73					
5301	FEDERAL OPERATING GRANTS	0	0	0.00				0.00					
5302	STATE OPERATING GRANTS	31,500	31,500	17,573.00				17,573.00					
5303	CITY OPERATING GRANTS	0	0	0.00				0.00					
	TOTAL GRANTS	31,500	31,500	17,573.00		0.00	0.00	17,573.00					
5401	PARKING REVENUES-239 W WAYNE	76,400	76,400	22,500.00				22,500.00					
5402	PARKING REVENUES-900 S HARRISO	76,400	76,400	22,500.00				22,500.00					
5403	PARKING REVENUES-236 W WASHING	200	200	1,023.34				1,023.34					
5404	OTHER PARKING REVENUES	0	0	400.00				400.00					
	TOTAL PARKING REVENUES	153,000	153,000	46,423.34		0.00	0.00	46,423.34					
5501	SERVICE CENTER RENT	9,120	9,120	3,200.00				3,200.00					
5502	OTHER RENTAL INCOME			10.00				10.00					
5601	UNRESTRICTED GIFTS & DONATIONS	2,500	2,500	31.80				31.80					
5650	INTEREST	18,000	18,000	10,801.75				10,801.75					
				0.00									
5701	ACPL PUBLICATIONS	0	0	210.75			0.00	210.75					
5702	RESEARCH SERVICES	0	0	2,672.84				2,672.84					
5703	LOST/DAMAGED LIBRARY MATERIALS	9,000	9,000	3,453.97				3,453.97					
5704	REFUNDS/DISCOUNTS EARNED	0	0	1,474.64				1,474.64					
5705	INSURANCE CLAIM PAYMENTS	0	0	0.00				0.00					
5706	OTHER REVENUES	25,000	25,000	1,355.45				1,355.45					
	TOTAL MISCELLANEOUS REVENUES	34,000	34,000	9,167.65		0.00	0.00	9,167.65					
	TOTAL REVENUES	7,210,572	7,210,572	163,810.27		(24.00)	0.00	163,834.27					

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INTERNAL BUDGETARY STATEMENT--GENERAL FUND ONLY
FOR THE YEAR-TO-DATE ENDED APRIL 30, 1988

GL#	CATEGORY	1988 APPROPRIATION ADVERTISED	1988 APPROPRIATION CURRENT	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/87 +	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 4/30/88 -	ACCRUAL BASIS YEAR-TO-DATE ACTUAL	ACCRUAL BASIS PERCENT REMAINING	ENCUMBRANCE BASIS OPEN ENCUMBRANCES	ENCUMBRANCE BASIS YEAR-TO-DATE ENCUMBERED	ENCUMBRANCE BASIS UNENCUMBERED BALANCE	ENCUMBRANCE BASIS PERCENT REMAINING
	EXPENDITURES:												
	** PERSONAL SERVICES **												
1101	SALARIED TIME WORKED	2,297,000	2,320,106	766,903.41	66.95%	63,166.74	50,600.00	754,336.67	67.49%		817,503.41	1,502,602.59	64.76%
1102	SALARIED OVERTIME	6,000	6,000	1,743.15	70.95%			1,743.15	70.95%		1,743.15	4,256.85	70.95%
1103	SALARIED VACATION	168,500	170,500	56,721.90	66.73%			56,721.90	66.73%		56,721.90	113,778.10	66.73%
1104	SALARIED SICK PAY	66,400	66,400	20,737.58	68.77%			20,737.58	68.77%		20,737.58	45,662.42	68.77%
1105	SALARIED DISABILITY PAY	8,100	8,100	853.11	89.47%			853.11	89.47%		853.11	7,246.89	89.47%
1106	SALARIED HOLIDAY	81,400	81,400	52,965.32	34.93%			52,965.32	34.93%		52,965.32	28,434.68	34.93%
1107	SALARIED JURY DUTY	200	200	48.32	75.84%			48.32	75.84%		48.32	151.68	75.84%
1108	SALARIED DEATH-IN-FAMILY	3,400	3,400	544.60	83.98%			544.60	83.98%		544.60	2,855.40	83.98%
1109	SALARIED TRAVEL/MEETINGS	40,800	40,800	8,493.30	79.18%			8,493.30	79.18%		8,493.30	32,306.70	79.18%
1110	SALARIED PREMIUM TIME	12,000	12,000	6,138.86	48.84%			6,138.86	48.84%		6,138.86	5,861.14	48.84%
1111	SALARIED TAXABLE FRINGE BENEFI	0	0	0.00				0.00			0.00	0.00	
1112	SALARIED RELOCATION	2,000	2,000	0.00				0.00			0.00	2,000.00	
	TOTAL SALARIES	2,685,800	2,710,906	915,149.55	66.24%	63,166.74	50,600.00	902,582.81	66.71%	0.00	965,749.55	1,745,156.45	64.38%
1201	HOURLY TIME WORKED	685,400	692,294	252,634.32	63.51%	51,681.88	16,000.00	216,952.44	68.66%		268,634.32	423,659.68	61.20%
1202	HOURLY OVERTIME	1,000	1,000	2,872.94	-187.29%			2,872.94	-187.29%		2,872.94	(1,872.94)	-187.29%
1203	HOURLY VACATION	20,800	20,800	8,303.30	60.08%			8,303.30	60.08%		8,303.30	12,496.70	60.08%
1204	HOURLY SICK PAY	1,800	1,800	562.45	68.75%			562.45	68.75%		562.45	1,237.55	68.75%
1205	HOURLY DISABILITY PAY	0	0	0.00				0.00			0.00	0.00	
1206	HOURLY HOLIDAY	13,000	13,000	6,151.17	52.68%			6,151.17	52.68%		6,151.17	6,848.83	52.68%
1207	HOURLY JURY DUTY	110	110	21.09	80.83%			21.09	80.83%		21.09	88.91	80.83%
1208	HOURLY DEATH-IN-FAMILY	700	700	272.06	61.13%			272.06	61.13%		272.06	427.94	61.13%
1209	HOURLY TRAVEL/MEETINGS	1,825	1,825	591.16	67.61%			591.16	67.61%		591.16	1,233.84	67.61%
	TOTAL HOURLY WAGES	724,635	731,529	271,408.49	62.90%	51,681.88	16,000.00	235,726.61	67.78%	0.00	287,408.49	444,120.51	60.71%
1301	SUMMER EMPLOYEES- TIME WORKED	115,000	115,000	2,195.17	98.09%			2,195.17	98.09%		2,195.17	112,804.83	98.09%
1302	SUMMER EMPLOYEES-OVERTIME	0	0	0.00				0.00			0.00	0.00	
1401	SHORT-TERM STAFF TIME WORKED	22,000	22,000	9,261.52	57.90%			9,261.52	57.90%		9,261.52	12,738.48	57.90%
1402	SHORT-TERM STAFF OVERTIME	0	0	0.00				0.00			0.00	0.00	
	TOTAL SUMMER & SHORT-TERM STAFF	137,000	137,000	11,456.69	91.64%	0.00	0.00	11,456.69	91.64%	0.00	11,456.69	125,543.31	91.64%
	TOTAL COMPENSATION	3,547,435	3,579,435	1,198,014.73	66.53%	114,848.62	66,600.00	1,149,766.11	67.88%	0.00	1,264,614.73	2,314,820.27	64.67%
1501	EMPLOYER FICA	265,500	270,500	80,100.94	70.39%	8,211.68	14,998.72	86,887.98	67.88%		95,099.66	175,400.34	64.84%
1502	UNEMPLOYMENT REIMBURSEMENT	5,400	5,400	392.03	92.74%		0.00	392.03	92.74%		392.03	5,007.97	92.74%
1503	EMPLOYER PERF	127,500	132,500	62,962.19	52.48%	33,264.92	15,000.00	44,697.27	66.27%		77,962.19	54,537.81	41.16%
1504	GROUP INSURANCE	173,460	173,460	53,076.65	69.40%	186.72	0.00	52,889.93	69.51%		53,076.65	120,383.35	69.40%
	TOTAL EMPLOYEE BENEFITS	571,860	581,860	196,531.81	66.22%	41,663.32	29,998.72	184,867.21	68.23%	0.00	226,530.53	355,329.47	61.07%
	TOTAL PERSONAL SERVICES	4,119,295	4,161,295	1,394,546.54	66.49%	156,511.94	96,598.72	1,334,633.32	67.93%	0.00	1,491,145.26	2,670,149.74	64.17%

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ALLEN COUNTY PUBLIC LIBRA[illegible]
INTERNAL BUDGETARY STATEMENT--GENERAL FUND ONLY
FOR THE YEAR-TO-DATE ENDED APRIL 30, 1988

16-Ma[illegible]

GLA#	CATEGORY	1988 APPROPRIATION ADVERTISED	1988 APPROPRIATION CURRENT	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/87 +	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 4/30/88 -	ACCRUAL BASIS YEAR-TO-DATE ACTUAL	ACCRUAL BASIS PERCENT REMAINING	ENCUMBRANCE BASIS OPEN ENCUMBRANCES	ENCUMBRANCE BASIS YEAR-TO-DATE ENCUMBERED	ENCUMBRANCE BASIS UNENCUMBERED BALANCE	ENCUMBRANCE BASIS PERCENT REMAINING
** SUPPLIES **													
2101	OFFICE SUPPLIES	65,000	52,700	10,379.11	80.31%	1,078.06	862.46	10,163.51	80.71%	2,131.39	13,372.96	39,327.04	74.62%
	TOTAL OFFICE SUPPLIES	65,000	52,700	10,379.11	80.31%	1,078.06	862.46	10,163.51	80.71%	2,131.39	13,372.96	39,327.04	74.62%
2201	CLEANING SUPPLIES	16,000	16,000	9,320.92	41.74%	702.54	94.89	8,713.27	45.54%	1,488.89	10,904.70	5,095.30	31.85%
2202	VEHICLE FUEL	13,000	13,000	3,829.12	70.55%	59.44	0.00	3,769.68	71.00%		3,829.12	9,170.88	70.55%
2203	HEATING OIL	10,000	10,000	613.30	93.87%		0.00	613.30	93.87%		613.30	9,386.70	93.87%
2204	COPIER SUPPLIES	34,500	34,500	22,419.58	35.02%	1516.87	1,126.80	22,029.51	36.15%	3,131.60	26,677.98	7,822.02	22.67%
2205	LIBRARY MATERIALS SUPPLIES	13,000	13,000	9,390.23	27.77%		903.77	10,294.00	20.82%	450.18	10,744.18	2,255.82	17.35%
2206	MATERIALS ACCESS SUPPLIES	16,000	16,000	1,785.47	88.84%		97.70	1,883.17	88.23%	842.30	2,725.47	13,274.53	82.97%
2207	CRAFT SUPPLIES	5,500	5,500	761.26	86.16%	31.12	61.36	791.50	85.61%	1,345.27	2,167.89	3,332.11	60.58%
2208	OTHER OPERATING SUPPLIES	92,000	92,000	49,999.60	45.65%	1727.55	5,567.40	53,839.45	41.48%	10,301.72	65,868.72	26,131.28	28.40%
	TOTAL OPERATING SUPPLIES	200,000	200,000	98,119.48	50.94%	4,037.52	7,851.92	101,933.88	49.03%	17,559.96	123,531.36	76,468.64	38.23%
2301	MAINTENANCE SUPPLIES	18,000	17,000	2,671.20	84.29%	147.94	135.07	2,658.33	84.36%	667.17	3,473.44	13,526.56	79.57%
2302	REPAIR PARTS	17,000	18,000	1,644.82	90.86%	351.95	36.60	1,329.47	92.61%	2,256.52	3,937.94	14,062.06	78.12%
	TOTAL MAINTENANCE SUPPLIES	35,000	35,000	4,316.02	87.67%	499.89	171.67	3,987.80	88.61%	2,923.69	7,411.38	27,588.62	78.82%
	TOTAL SUPPLIES	300,000	287,700	112,814.61	60.79%	5,615.47	8,886.05	116,085.19	59.65%	22,615.04	144,315.70	143,384.30	49.84%

ALLEN COUNTY PUBLIC LIBR[illegible]
INTERNAL BUDGETARY STATEMENT--GENERAL FUND ONLY
FOR THE YEAR-TO-DATE ENDED APRIL 30, 1988

GL#	CATEGORY	1988 APPROPRIATION ADVERTISED	1988 APPROPRIATION CURRENT	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/87 +	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 4/30/88 -	ACCRUAL BASIS YEAR-TO-DATE ACTUAL	ACCRUAL BASIS PERCENT REMAINING	ENCUMBRANCE BASIS OPEN ENCUMBRANCES	ENCUMBRANCE BASIS YEAR-TO-DATE ENCUMBERED	ENCUMBRANCE BASIS UNENCUMBERED BALANCE	ENCUMBRANCE BASIS PERCENT REMAINING
** OTHER SERVICES AND CHARGES **													
3101	CONSULTING	37,000	7,000	3,560.00	49.14%			3,560.00	49.14%		3,560.00	3,440.00	49.14%
3102	ENGINEERING & ARCHITECTURAL	5,000	43,500	41,778.30	3.96%	3,264.00	0.00	38,514.30	11.46%	2,200.00	43,978.30	(478.30)	-1.10%
3103	LEGAL SERVICES	2,500	6,000	1,466.00	75.57%	304.00	0.00	1,162.00	80.63%		1,466.00	4,534.00	75.57%
3104	PROGRAM PRESENTERS	5,500	5,500	1,171.50	78.70%		0.00	1,171.50	78.70%	300.00	1,471.50	4,028.50	73.25%
3105	TEMPORARY HELP SERVICES	47,000	47,000	3,067.38	93.47%	1,218.79	248.43	2,097.02	95.54%		3,315.81	43,684.19	92.95%
3106	OTHER PROFESSIONAL SERVICES	8,000	8,000	4,526.55	43.42%	72.51	54.06	4,508.10	43.65%	2,452.90	7,033.51	966.49	12.08%
	TOTAL PROFESSIONAL SERVICES	105,000	117,000	55,569.73	52.50%	4,859.30	302.49	51,012.92	56.40%	4,952.90	60,825.12	56,174.88	48.01%
3201	TELEPHONE SERVICE	85,000	83,000	24,282.80	70.74%	1,030.72	304.42	23,556.50	71.62%		24,587.22	58,412.78	70.38%
3202	POSTAGE & SHIPPING	58,000	58,000	20,447.37	64.75%	35.84	0.00	20,411.53	64.81%	16,000.00	36,447.37	21,552.63	37.16%
3203	TRAVEL & MEETINGS	26,000	26,000	7,200.91	72.30%		0.00	7,200.91	72.30%		7,200.91	18,799.09	72.30%
3204	RECRUITING	4,500	4,500	1,811.19	59.75%		0.00	1,811.19	59.75%	376.00	2,187.19	2,312.81	51.40%
3205	TRAINING & DEVELOPMENT	15,000	15,000	2,173.50	85.51%			2,173.50	85.51%		2,173.50	12,826.50	85.51%
	COMMUNICATION & TRANSPORTATION	188,500	186,500	55,915.77	70.02%	1,066.56	304.42	55,153.63	70.43%	16,376.00	72,596	113,904	61.07%
3301	PUBLICATION OF LEGAL NOTICES	700	700	76.90	89.01%			76.90	89.01%		76.90	623.10	89.01%
3302	OUTSIDE VENDOR PRINTING	9,000	9,000	5,139.87	42.89%	225.00	528.00	5,442.87	39.52%	334.00	6,001.87	2,998.13	33.31%
	TOTAL PUBLICATION & PRINTING	9,700	9,700	5,216.77	46.22%	225.00	528.00	5,519.77	43.10%	334.00	6,078.77	3,621.23	37.33%
3401	INSURANCE	110,000	110,000	26,154.00	76.22%	3,634.00	0.00	22,520.00	79.53%		26,154.00	83,846.00	76.22%
	TOTAL INSURANCE	110,000	110,000	26,154.00	76.22%	3,634.00	0.00	22,520.00	79.53%	0.00	26,154.00	83,846.00	76.22%
3501	NATURAL GAS	92,600	92,600	45,203.46	51.18%		163.82	45,367.28	51.01%		45,367.28	47,232.72	51.01%
3502	ELECTRICITY	272,000	272,000	91,831.96	66.24%		2,326.90	94,158.86	65.38%		94,158.86	177,841.14	65.38%
3503	WATER & SEWER	9,000	9,000	2,054.23	77.18%		11.46	2,065.69	77.05%	0.00	2,065.69	6,934.31	77.05%
3504	TRASH DISPOSAL	6,400	6,400	2,432.00	62.00%		630.00	3,062.00	52.16%	5,053.00	8,115.00	(1,715.00)	-26.80%
	TOTAL UTILITY SERVICES	380,000	380,000	141,521.65	62.76%	0.00	3,132.18	144,653.83	61.93%	5,053.00	149,706.83	230,293.17	60.60%
3601	BUILDING REPAIR & MAINTENANCE	80,000	80,000	15,249.45	80.94%	139.39	1,490.68	16,600.74	79.25%	3,150.00	19,890.13	60,109.87	75.14%
3602	HVAC SERVICE	17,000	17,000	15,709.01	7.59%	1,953.50	886.78	14,642.29	13.87%	2,835.35	19,431.14	(2,431.14)	-14.30%
3603	LANDSCAPING SERVICES	16,000	16,000	4,274.57	73.28%	0.00	0.00	4,274.57	73.28%	12,153.00	16,427.57	(427.57)	-2.67%
3604	COMPUTER MAINTENANCE	135,000	135,000	66,315.95	50.88%	23,995.40	75.00	42,395.55	68.60%	51,629.70	118,020.65	16,979.35	12.58%
3605	COPIER SERVICE	25,000	25,000	11,590.66	53.64%	1,800.00	0.00	9,790.66	60.84%	9,889.00	21,479.66	3,520.34	14.08%
3606	VEHICLE SERVICE	23,000	23,000	4,920.82	78.61%	61.25	0.00	4,859.57	78.87%	1,124.61	6,045.43	16,954.57	73.72%
3607	OTHER EQUIPMENT SERVICE	50,000	50,000	28,474.83	43.05%	1,401.13	1,157.91	28,231.61	43.54%	20,593.22	50,225.96	(225.96)	-0.45%
	TOTAL REPAIRS & MAINTENANCE	346,000	346,000	146,535.29	57.65%	29,350.67	3,610.37	120,794.99	65.09%	101,374.88	251,520.54	94,479.46	27.31%
3701	REAL ESTATE RENTAL/LEASING	2,700	2,700	920.00	65.93%			920.00	65.93%	1,610.00	2,530.00	170.00	6.30%
3702	EQUIPMENT RENTAL/LEASING	44,000	44,000	19,080.61	56.63%	1,466.24	1,194.48	18,808.85	57.25%	25,529.84	45,804.93	(1,804.93)	-4.10%
	LEASING & RENTALS	46,700	46,700	20,000.61	57.17%	1,466.24	1,194.48	19,728.85	57.75%	27,139.84	48,334.93	(1,634.93)	-3.50%

ALLEN COUNTY PUBLIC LIB[illegible]
INTERNAL BUDGETARY STATEMENT--GENERAL FUND ONLY
FOR THE YEAR-TO-DATE ENDED APRIL 30, 1988

GLA#	CATEGORY	1988 APPROPRIATION ADVERTISED	1988 APPROPRIATION CURRENT	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/87 (+)	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 4/30/88 (-)	ACCRUAL BASIS YEAR-TO-DATE ACTUAL	ACCRUAL BASIS PERCENT REMAINING	ENCUMBRANCE BASIS OPEN ENCUMBRANCES	ENCUMBRANCE BASIS YEAR-TO-DATE ENCUMBERED	ENCUMBRANCE BASIS UNENCUMBERED BALANCE	ENCUMBRANCE BASIS PERCENT REMAINING
3901	DUES & MEMBERSHIPS	6,900	7,200	7,089.74	1.53%		0.00	7,089.74	1.53%		7,089.74	110.26	1.53%
3902	INTEREST ON TEMPORARY LOANS	50,000	50,000	0.00	100.00%			0.00	100.00%		0.00	50,000.00	100.00%
3903	TAXES & ASSESSMENTS	3,300	3,300	0.00	100.00%		1,420.52	1,420.52	56.95%		1,420.52	1,879.48	56.95%
3904	TRANSFER TO LIRF FUND	0	0	0.00				0.00			0.00	0.00	
3905	MATERIALS CONSERVATION SERVICE	50,000	50,000	9,709.65	80.58%	1,425.14	2,210.20	10,494.71	79.01%		11,919.85	38,080.15	76.16%
3906	COMPUTER SERVICES	110,000	110,000	34,211.93	68.90%	2,846.40	1,687.16	33,052.69	69.95%	7,503.78	43,402.87	66,597.13	60.54%
	TOTAL MISCELLANEOUS SERVICES	220,200	220,500	51,011.32	76.87%	4,271.54	5,317.88	52,057.66	76.39%	7,503.78	63,832.98	156,667.02	71.05%
	TOTAL OTHER SERVICES & CHARGES	1,406,100	1,416,400	501,925.14	64.56%	44,873.31	14,389.82	471,441.65	66.72%	162,734.40	679,049.36	737,350.64	52.06%
	*** CAPITAL OUTLAYS ***												
4401	FURNITURE & EQUIPMENT	222,710	82,710	17,794.12	78.49%	1,905.52	484.00	16,372.60	80.20%	65,389.69	83,667.81	(957.81)	-1.16%
4403	COMPUTER EQUIPMENT	10,000	10,000	0.00	100.00%		2,486.75	2,486.75	75.13%	5,481.25	7,968.00	2,032.00	20.32%
4405	TELEVISION EQUIPMENT	10,000	10,000	0.00	100.00%			0.00	100.00%		0.00	10,000.00	100.00%
4407	VEHICLES	30,000	30,000	0.00	100.00%			0.00	100.00%		0.00	30,000.00	100.00%
4409	BUILDINGS	0	140,000	21,786.00	84.44%			21,786.00	84.44%	105,164.00	126,950.00	13,050.00	9.32%
4411	LAND	0	0	0.00				0.00			0.00	0.00	
	GENERAL FIXED ASSETS	272,710	272,710	39,580.12	85.49%	1,905.52	2,970.75	40,645.35	85.10%	176,034.94	218,585.81	54,124.19	19.85%
4510	BOOKS	1,431,895	1,391,895	315,626.79	77.32%	41,018.99	550.50	275,158.30	80.23%	203,728.52	519,905.81	871,989.19	62.65%
4520	PERIODICALS	200,000	200,000	38,956.52	80.52%	3,459.40	525.91	36,023.03	81.99%	4,106.15	43,588.58	156,411.42	78.21%
4530	NON-PRINT MATERIALS	160,000	160,000	24,482.18	84.70%	3,502.19	6.00	20,985.99	86.88%	10,479.91	34,968.09	125,031.91	78.14%
	TOTAL LIBRARY MATERIALS	1,791,895	1,751,895	379,065.49	78.36%	47,980.58	1,082.41	332,167.32	81.04%	218,314.58	598,462.48	1,153,432.52	65.84%
	TOTAL CAPITAL OUTLAYS	2,064,605	2,024,605	418,645.61	79.32%	49,886.10	4,053.16	372,812.67	81.59%	394,349.52	817,048.29	1,207,556.71	59.64%
	TOTAL EXPENDITURES	7,890,000	7,890,000	2,427,931.90	69.23%	256,886.82	123,927.75	2,294,972.83	70.91%	579,698.96	3,131,558.61	4,758,441.39	60.31%
	EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(679,428)	(679,428)	(2,264,121.63)		(256,910.82)	(123,927.75)	(2,131,138.56)		(579,698.96)	(3,131,558.61)	(4,758,441.39)	

MODIFIED ACCRUAL
UNAUDITED
APRIL 88
COMRE048

ALLEN COUNTY PUBLIC LIBRARY
COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES--
ALL GOVERNMENTAL FUND TYPES AND EXPENDABLE TRUST FUNDS
FOR THE YEAR-TO-DATE ENDED APRIL 30, 1988

	GOVERNMENTAL FUND TYPES				FIDUCIARY FUND TYPE	TOTALS (MEMORANDUM ONLY)	
	GENERAL	SPECIAL REVENUE	DEBT SERVICE	CAPITAL PROJECTS	EXPENDABLE TRUST	YEAR-TO-DATE APR 30, 1988	
REVENUES:							
AUTO EXCISE TAX						0.00	
REAL PROPERTY TAX LEVY						0.00	
INTANGIBLES TAX						0.00	
USER FEES	76,626.73					76,626.73	
INTERGOVERNMENTAL REVENUE	17,573.00					17,573.00	
PARKING FEES	46,423.34					46,423.34	
GIFTS & DONATIONS	31.80	2,608.19				2,639.99	
INTEREST	10,801.75			41,929.88	43.21	52,774.84	
OTHER REVENUES	12,377.65					12,377.65	
TOTAL REVENUES	163,834.27	2,608.19	0.00	41,929.88	43.21	208,415.55	0.00
EXPENDITURES--CURRENT:							
COMPENSATION & BENEFITS	1,334,633.32					1,334,633.32	
SUPPLIES	116,085.19			462.77		116,547.96	
PROFESSIONAL SERVICES	56,532.69			12.00		56,544.69	
COMMUNICATION & TRANSPORTATION	55,153.63					55,153.63	
INSURANCE	22,520.00					22,520.00	
UTILITY SERVICES	144,653.83					144,653.83	
REPAIRS & MAINTENANCE	120,794.99			4,652.31		125,447.30	
LEASING & MISCELLANEOUS SERVICES	71,786.51	135.00		188,858.67		260,780.18	
EXPENDITURES--CAPITAL OUTLAY:						0.00	
GENERAL FIXED ASSETS	40,645.35			138,005.77		178,651.12	
LIBRARY MATERIALS	332,167.32	2,257.15		18,600.00		353,024.47	
EXPENDITURES--DEBT SERVICE:						0.00	
PRINCIPAL RETIREMENT						0.00	
INTEREST CHARGES						0.00	
TOTAL EXPENDITURES	2,294,972.83	2,392.15	0.00	350,591.52	0.00	2,647,956.50	0.00
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(2,131,138.56)	216.04	0.00	(308,661.64)	43.21	(2,439,540.95)	0.00
OTHER FINANCING SOURCES (USES):							
PROCEEDS OF G. O. BONDS						0.00	
OPERATING TRANSFERS IN						0.00	
OPERATING TRANSFERS OUT						0.00	
TOTAL OTHER FINANCING SOURCES (USES):	0.00	0.00	0.00	0.00	0.00	0.00	0.00
EXCESS OF REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES	(2,131,138.56)	216.04		(308,661.64)	43.21	(2,439,540.95)	0.00
FUND BALANCES-JANUARY 1, 1988	725,223.53	1,715.03	294,264.19	2,272,043.88	3,288.71	3,296,535.34	
FUND BALANCE ADJUSTMENTS FROM JAN 1	(110.50)	0.00		110.50		0.00	
FUND BALANCES-APRIL 30, 1988	(1,406,025.53)	1,931.07	294,264.19	1,963,492.74	3,331.92	856,994.39	0.00

APRIL 88 - UNAUDITED
COMB0488

ALLEN COUNTY PUBLIC LIBRARY
COMBINED BALANCE SHEET--ALL FUND TYPES AND ACCOUNT GROUPS
AT APRIL 30, 1988

	GOVERNMENTAL FUND TYPES				FIDUCIARY FUND TYPE	ACCOUNT GROUPS		TOTALS: (MEMORANDUM ONLY)	
	GENERAL	SPECIAL REVENUE	DEBT SERVICE	CAPITAL PROJECTS	TRUST & AGENCY	GENERAL FIXED ASSETS	GENERAL LONG-TERM DEBT	APRIL 30 1988	APRIL 30 1987
ASSETS									
CASH ON DEPOSIT	66,120.54	1,931.07	0.00	1,207,006.70	3,331.92			1,278,390.23	
CASH ON HAND	3,251.44							3,251.44	
CASH WITH FISCAL AGENT			570.00					570.00	
INVESTMENTS AT COST OR AMORTIZED COST				750,000.00				750,000.00	
TAXES DUE FROM COUNTY GOVERNMENT								0.00	
ACCRUED INTEREST				6,486.04				6,486.04	
DUE FROM OTHER GOVERNMENTS	737.58							737.58	
DUE FROM OTHER FUNDS			293,606.69					293,606.69	
PREPAID EXPENDITURES								0.00	
FIXED ASSETS:								0.00	
LAND						1,427,900.48		1,427,900.48	
BUILDINGS						7,782,544.69		7,782,544.69	
LESS ACCUMULATED DEPRECIATION						(2,715,184.07)		(2,715,184.07)	
FURNITURE AND EQUIPMENT						5,003,454.32		5,003,454.32	
LESS ACCUMULATED DEPRECIATION						(3,125,304.83)		(3,125,304.83)	
ACPL LIBRARY COLLECTION						26,302,216.40		26,302,216.40	
AVAILABLE IN DEBT SERVICE FUND							293,606.69	293,606.69	
AMOUNT TO BE PROVIDED--RETIREMENT OF L/T DEBT							3,831,393.31	3,831,393.31	
AMOUNT TO BE PROVIDED--VACATION PAY LIABILITY							215,392.53	215,392.53	
TOTAL ASSETS	70,109.56	1,931.07	294,176.69	1,963,492.74	3,331.92	34,675,626.99	4,340,392.53	41,349,061.50	0.00
LIABILITIES & FUND EQUITY								0.00	
LIABILITIES:								0.00	
ACCOUNTS PAYABLE	47,326.46			0.00				47,326.46	
TEMPORARY LOANS/FINANCING	995,000.00							995,000.00	
ACCRUED WAGES & BENEFITS	86,600.00						215,392.53	301,992.53	
UNREMITTED WITHHOLDINGS	28,317.39							28,317.39	
RECORD DEPOSITS PAYABLE	25,284.55							25,284.55	
DUE TO OTHER FUNDS	293,606.69							293,606.69	
DUE TO OTHERS	0.00							0.00	
MATURED BONDS PAYABLE								0.00	
MATURED INTEREST PAYABLE			(87.50)					(87.50)	
GENERAL OBLIGATION BONDS PAYABLE			0.00				4,125,000.00	4,125,000.00	
TOTAL LIABILITIES	1,476,135.09	0.00	(87.50)	0.00	0.00	0.00	4,340,392.53	5,816,440.12	0.00
FUND EQUITY:								0.00	
INVESTMENT IN GENERAL FIXED ASSETS						34,675,626.99		34,675,626.99	
FUND BALANCES:								0.00	
RESERVED FOR ENCUMBRANCES	579,698.96	0.00		1,614,412.77				2,194,111.73	
RESERVED FOR PREPAID ITEMS								0.00	
RESTRICTED-SPECIAL REVENUE		1,931.07						1,931.07	
DESIGNATED FOR DEBT SERVICE			294,264.19					294,264.19	
UNDESIGNATED	(1,985,724.49)	0.00		349,079.97	3,331.92			(1,633,312.60)	
TOTAL FUND EQUITY	(1,406,025.53)	1,931.07	294,264.19	1,963,492.74	3,331.92	34,675,626.99	0.00	35,532,621.38	0.00
TOTAL LIABILITIES & FUND EQUITY	70,109.56	1,931.07	294,176.69	1,963,492.74	3,331.92	34,675,626.99	4,340,392.53	41,349,061.50	0.00

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

May 26, 1988)
)
A RESOLUTION TO TRANSFER APPROPRIATIONS) No. 1988-13
WITHIN THE GENERAL FUND)

WHEREAS, It has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget for the various functions of the Allen County Public Library, and

WHEREAS, It has been shown that certain existing appropriations now have unobligated balances which will not be needed for the purposes for which appropriated, it is therefore

RESOLVED, By the Board of Library Trustees, Allen County Public Library, Allen County, Indiana:

Section 1. That for the expenses of the public library the following sums of money are hereby appropriated and ordered set apart out of the several funds herein named and for the purposes herein specified, subject to the laws governing the same:

LIBRARY OPERATING FUND	AMOUNT APPROPRIATED
3102 Engineering & Architectural ..	$ 1,000.00
3602 HVAC Service	9,000.00
4401 Furniture & Equipment	5,000.00
Total	$ 15,000.00

Section 2. That the following existing appropriations be reduced in the following amounts:

LIBRARY OPERATING FUND	AMOUNT REDUCED
3105 Temporary Help Services	$ 1,000.00
3601 Bldg. Repair & Mntc.	9,000.00
4409 Buildings	5,000.00
Total	$ 15,000.00

Presented to the Allen County Public Library Board, read in full and adopted this 26th day of May, 1988, by the following aye and nay vote.

Aye	Nay
Dean McMahan	
Charles E. Glenn	
[illegible]	
Patricia E. Riley	
Mary M. Kohlmeyer	
C. Philip Gonseiser	
Lee Gates	

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

May26, 1988)
)
RESOLUTION TO PUBLISH NOTICE) No. 1988-14
TO TAXPAYERS OF PROPOSED)
ADDITIONAL APPROPRIATIONS)

RESOLVED, By the Board of Library Trustees, Allen County Public Library, Allen County, Indiana, that the following Notice to Taxpayers of Proposed Additional Appropriations is hereby ordered to be published according to law.

NOTICE TO TAXPAYERS OF PROPOSED ADDITIONAL APPROPRIATIONS

Notice is hereby given the taxpayers of Allen County Public Library, Allen County, Indiana, that the proper legal officers of said municipal corporation at their regular meeting place at 12:00 o'clock noon, on the day of June 20, 1988, will consider the following additional appropriations in excess of the budget for the current year.

LIBRARY OPERATING FUND	AMOUNT APPROPRIATED
1100 Salaries	$ 19,000.00
1500 Benefits	4,572.00
4405 Television Equipment	79,599.00
Total	$103,171.00

These appropriations are made from additional receipts.

Taxpayers appearing at such meeting shall have the right to be heard thereon. The additional appropriations as finally made will be referred to the State Board of Tax Commissioners, which Board, upon receipt, will hold a further hearing within fifteen days at the county auditor's office of Allen County, Indiana, or at such other place as may be designated. At such hearing, taxpayers objecting to any of such additional appropriations may be heard. Interested taxpayers may inquire of the county auditor when and where such hearing will be held.

Mary M. Koehlinger

Mary M. Koehlinger, President

Charles E. Coleman

Charles E. Coleman, Secretary

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

May 26, 1988	)	
	)	
RESOLUTION TO ADVERTISE	)	No. 1988-15
FOR BIDS FOR THE PURCHASE OF	)	
TELEVISION EQUIPMENT	)	

RESOLVED, By the Board of Library Trustees, Allen County Public Library, Allen County, Indiana, that notice be given according to law, stating that bids will be received for certain pieces of television equipment for the Allen County Public Library, and that specifications for the said equipment will be made available to prospective bidders.

Mary M. Kiehlenger
President

Charles E. Coleman
Secretary

AGENDA

Board of Library Trustees
ALLEN COUNTY PUBLIC LIBRARY
June 23, 1988
3:00 p.m. - Room 4, Main Library

1. Roll call.

2. Adoption of the agenda.

3. Approval of the minutes of the regular meeting of May 26, 1988.

4. Public hearing on proposed additional appropriation for purchase of television equipment and payment of salary expense for operation of educational access television channel.

5. Financial report for May, 1988.

6. Payment of bills.

7. Report of director.

8. Committee reports.

9. Personnel.

10. Consideration of request from Light and Breuning Realtors to increase monthly and daily parking rates.

11. Resolution to transfer appropriations within the general fund.

12. Resolution to advertise for bids for the purchase or lease of photocopiers.

13. Approval of real estate purchase contract for Aboite Township branch site.

14. Other business.

15. Adjournment.

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

Meeting of June 23, 1988, in Regular Session

The Board of Library Trustees of the Allen County Public Library met in regular session on Thursday, June 23, 1988, at 3:20 p.m. in room 4 of the main library. Those present were Mrs. Koehlinger, presiding, Mrs. Riley, Mr. Carmean, and Mr. McMahan. Absent: Mr. Coleman, Mrs. Gates, and Mr. Andorfer. Mr. Carmean was elected Secretary Pro Tempore.

On motion of Mr. McMahan the agenda was adopted as presented.

On motion of Mr. McMahan the minutes of the May 26, 1988 regular meeting were approved.

Mrs. Koehlinger opened the meeting for public comment on the proposed additional appropriation in the amount of $103,171.00 to be expended for salaries and benefits for a staff member to operate an educational access channel and for the purchase of television equipment. No questions or comments being presented from the public, Mrs. Koehlinger declared the hearing on the additional appropriations closed.

Mr. Krull presented the financial report for May, 1988. The report as presented is appended to and made a part of these minutes.

Mr. Krull certified that the bills summarized below were true and correct and supported by appropriate documentation to the best of his knowledge and belief. Then on motion of Mr. Carmean the bills were approved for payment.

Manual checks and wires: May			$ 525.00
Gross Payrolls:			
April	29		133,138.65
May	13		137,418.91
Accounts Payable Check Batches:			
April	22		91,047.66
April	29		80,886.82
May	05		66,110.52
May	13		127,744.13
Check Runs Subtotal:		$365,789.13	
Grand Total			$ 636,871.69

Mr. Krull next presented his report.

Mr. Fortriede was called upon to give a report of circulation and service statistics for the year to date, and the month of May, 1988. For the year, circulation is up three percent and we can begin to predict that by the end of 1988 we will exceed three million total circulations. Mr. Fortriede also reported that on May 25 the stand-alone computer system used for video cassette circulation reached its capacity and failed. The decision was made to convert video circulation to the CLSI system. Title and patron data were entered into the CLSI system, staff were trained and circulation was operational on CLSI in eight days.

Mr. Krull commended Mr. Fortriede, Ms. Stanley and members of the Art, Music, and Audio Visual Department on an excellent job of converting to the CLSI system in such a short time under considerable pressure. The system is running smoothly and performing very efficiently.

Mr. Krull presented the 1989 budget timetable with the following key dates.

July 28	Board approves Library Budget Estimate and tax rate.
August 5	First publication of Notice to Taxpayers of Budget Estimates and Tax Rates.
August 12	Second publication of Notice to Taxpayers of Budget Estimates and Tax Rates.
August 17	Public hearing on budget.
August 25	Board adopts Resolution of Appropriations, files Budget Submission Letter and Certificate and Resolution of Tax Rate with county auditor.

The Board consented to this timetable.

The Monroeville branch was closed on June 14, 1988, from 11:30 a.m. until 5:00 p.m. because of a circuit breaker box blowout.

Mrs. Riley presented a report of the Facilities and Branch Development Committee as follows:

"At our regular board meeting on June 29, 1987, this committee presented a report to the board that included the following recommendations:

1. All eleven branches of the Allen County Public Library should be maintained. No branch or branches should be closed.

2. Two new branch libraries should be established, in the north and southwest areas of the county.

3. A thorough architectural and engineering survey should be made of all current library facilities, to identify needs for structural, mechanical, aesthetic, or other improvements.

"The board accepted the recommendations of this report, and now, after a year of study and work by the board and library staff, we are ready to take the next step forward.

"At our April board meeting we heard a report from Alan Grinsfelder on the results of the facilities survey he had completed for us. This was a very thorough study of our main library and branch libraries, which has been afforded a great deal of thought and study by all of our board members. The library staff have worked closely with Mr. Grinsfelder throughout the course of the survey and have assisted us in evaluating the many detailed recommendations in the survey report.

"We believe that Mr. Grinsfelder has done a very thorough and responsible job in identifying the capital improvement needs of our library system. There are no frivolous items in his report. We recommend that the problems identified in the facilities survey report be corrected in order to preserve and protect our library buildings and the treasures they contain. We also recommend the construction of branch libraries in southwestern and northern Allen County to serve the needs of residents in those growing areas.

"The total cost of all improvements recommended, including the construction of the two new branch libraries, is $7,780,962.00. We recommend that the board take whatever steps are required to secure financing for this essential program."

On motion of Mr. McMahan this report was accepted by the board.

On motion of Mr. McMahan the following personnel appointments were approved:

April Allen Devine	Librarian/Cataloger, AMAV	#282	$19,800.04
Doris Hines	Clerk, Genealogy Department	#346	$10,400.00

The board next considered a request from Light and Breuning, Inc. to increase monthly and daily parking rates. It was noted that in awarding the parking lot lease in December of 1987, the Board stipulated that rates would not be raised for a period of eighteen months. Specifically the minutes from the December 24, 1987 board

meeting record the following: "Mr. McMahan moved 'That new proposals be requested [from parking lot operators], and that they be based on the stipulation that the present rates, that is, those in effect as of November 24, 1987, at all library owned parking lots shall remain in effect for eighteen months following January 1, 1988, and that any rate increase after that time shall be subject to the approval of the Board of Library Trustees.'" In view of the foregoing stipulations, Mr. McMahan moved that the request for an increase in daily and monthly rates be denied. The motion carried unanimously.

Mr. McMahan moved the adoption of Resolution No. 1988-16. "A Resolution to Transfer Appropriations Within the General Fund." The motion carried and the resolution so adopted is appended to and made a part of these minutes.

Mr. McMahan next moved the adoption of Resolution No. 1988-17. "A Resolution to Advertise for Bids for the Purchase or Lease of Photocopiers." The motion carried and the resolution so adopted is appended to and made a part of these minutes.

Mr. Krull presented a contract for the purchase of real estate in Aboite Township for a site for a new branch library. The purchase price of the property was $135,000.00. Mr. McMahan moved the approval of this purchase contract which incorporates various conditions and stipulations including the obtaining of financing by the library and the obtaining of a duly qualified real estate appraisal in an amount equal to at least $135,000.00. The motion for approval of the contract was carried unanimously giving the president and secretary authority to execute the contract indicating final board approval.

On motion of Mrs. Riley the following joint promotional activities were approved with the appreciation of the board to the donors of the various goods and services.

Summer Reading Program:

Children's and Young Adult Category: Bells Roller Skating Rink, New Haven Dairy Queen, New Haven McDonald's, New Haven Parks and Recreation Board, Pizza Hut, Fort Wayne Park Dept., The Shirt Shack, Pepsi Bottlers RKO, Roller Dome, Fort Wayne Children's Zoo, McDonald's, Showbiz Pizza, Historic Fort Wayne, Diamond Jim's, Waldenbooks, Wooden Nickel, Mallers-Spirou Theaters, Village Bowl, Georgetown Bowl, and Whippy Dip.

Adult, Young Adult and Children's Category: Abby Brown's Chocolates, Candle Lite, El Azteca, Hall's Prime Rib, East State McDonald's, The Rib Room, Hardees, and Scotts Bakery.

The Box and Pallet also donated items to the Young Adult Craft Activities at Monroeville branch.

Mr. Carmean moved the adoption of Resolution No. 1988-18. "A Resolution

to Amend the Policy on Circulation." The motion carried and the resolution so adopted is appended to and made a part of these minutes.

There being no further business to come before the board the meeting adjourned at 4:00 p.m.

Mary M. Koehlinger, President

Jack Carmean, Secretary Pro Tempore

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INTERNAL BUDGETARY STATEMENT--GENERAL [illegible]NLY
FOR THE YEAR-TO-DATE ENDED MAY 31, 1988

GL#	CATEGORY	1988 APPROPRIATION ADVERTISED	1988 APPROPRIATION CURRENT	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/87 +	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 5/31/88 -	ACCRUAL BASIS YEAR-TO-DATE ACTUAL	ACCRUAL BASIS PERCENT REMAINING	ENCUMBRANCE BASIS OPEN ENCUMBRANCES	ENCUMBRANCE BASIS YEAR-TO-DATE ENCUMBERED	ENCUMBRANCE BASIS UNENCUMBERED BALANCE	ENCUMBRANCE BASIS PERCENT REMAINING
	REVENUES:												
5101	AUTO EXCISE TAX	882,259	882,259	261,000.00				261,000.00					
5102	REAL PROPERTY TAX LEVY	5,843,229	5,843,229	2,110,000.00				2,110,000.00					
5103	INTANGIBLES TAX	98,964	98,964	0.00				0.00					
	TOTAL LOCAL TAX REVENUES	6,744,452	6,744,452	2,371,000		0.00	0.00	2,371,000.00					
5201	PHOTOCOPYING FEES	106,000	106,000	48,047.68				48,047.68					
5202	EXTENDED USE FEES	112,000	112,000	47,498.65		(24.00)	0.00	47,522.65					
	TOTAL USER FEES	218,000	218,000	95,546.33		(24.00)	0.00	95,570.33					
5301	FEDERAL OPERATING GRANTS	0	0	0.00				0.00					
5302	STATE OPERATING GRANTS	31,500	31,500	32,791.00				32,791.00					
5303	CITY OPERATING GRANTS	0	0	0.00				0.00					
	TOTAL GRANTS	31,500	31,500	32,791.00		0.00	0.00	32,791.00					
5401	PARKING REVENUES-239 W WAYNE	76,400	76,400	22,500.00				22,500.00					
5402	PARKING REVENUES-900 S HARRISO	76,400	76,400	22,500.00				22,500.00					
5403	PARKING REVENUES-236 W WASHING	200	200	1,023.34				1,023.34					
5404	OTHER PARKING REVENUES	0	0	400.00				400.00					
	TOTAL PARKING REVENUES	153,000	153,000	46,423.34		0.00	0.00	46,423.34					
5501	SERVICE CENTER RENT	9,120	9,120	4,000.00				4,000.00					
5502	OTHER RENTAL INCOME			30.00				30.00					
5601	UNRESTRICTED GIFTS & DONATIONS	2,500	2,500	33.30				33.30					
5650	INTEREST	18,000	18,000	15,516.54				15,516.54					
				0.00									
5701	ACPL PUBLICATIONS	0	0	220.05			0.00	220.05					
5702	RESEARCH SERVICES	0	0	3,190.08				3,190.08					
5703	LOST/DAMAGED LIBRARY MATERIALS	9,000	9,000	4,808.72				4,808.72					
5704	REFUNDS/DISCOUNTS EARNED	0	0	2,011.62				2,011.62					
5705	INSURANCE CLAIM PAYMENTS	0	0	0.00				0.00					
5706	OTHER REVENUES	25,000	25,000	1,472.06				1,472.06					
	TOTAL MISCELLANEOUS REVENUES	34,000	34,000	11,702.53		0.00	0.00	11,702.53					
	TOTAL REVENUES	7,210,572	7,210,572	2,577,043.04		(24.00)	0.00	2,577,067.04					

ALLEN COUNTY PUBLIC LIBRARY
INTERNAL BUDGETARY STATEMENT--GENERAL F[illegible]MILY
FOR THE YEAR-TO-DATE ENDED MAY 31, 1988

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GL A#	CATEGORY	1988 APPROPRIATION ADVERTISED	1988 APPROPRIATION CURRENT	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/87 +	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 5/31/88 -	ACCRUAL BASIS YEAR-TO-DATE ACTUAL	ACCRUAL BASIS PERCENT REMAINING	ENCUMBRANCE BASIS OPEN ENCUMBRANCES	ENCUMBRANCE BASIS YEAR-TO-DATE ENCUMBERED	ENCUMBRANCE BASIS UNENCUMBERED BALANCE	ENCUMBRANCE BASIS PERCENT REMAINING
	EXPENDITURES:												
	** PERSONAL SERVICES **												
1101	SALARIED TIME WORKED	2,297,000	2,320,106	949,759.32	59.06%	63,166.74	72,800.00	959,392.58	58.65%		1,022,559.32	1,297,546.68	55.93%
1102	SALARIED OVERTIME	6,000	6,000	2,068.09	65.53%			2,068.09	65.53%		2,068.09	3,931.91	65.53%
1103	SALARIED VACATION	168,500	170,500	66,107.31	61.23%			66,107.31	61.23%		66,107.31	104,392.69	61.23%
1104	SALARIED SICK PAY	66,400	66,400	24,656.41	62.87%			24,656.41	62.87%		24,656.41	41,743.59	62.87%
1105	SALARIED DISABILITY PAY	8,100	8,100	805.26	90.06%			805.26	90.06%		805.26	7,294.74	90.06%
1106	SALARIED HOLIDAY	81,400	81,400	52,965.32	34.93%			52,965.32	34.93%		52,965.32	28,434.68	34.93%
1107	SALARIED JURY DUTY	200	200	59.57	70.22%			59.57	70.22%		59.57	140.43	70.22%
1108	SALARIED DEATH-IN-FAMILY	3,400	3,400	544.60	83.98%			544.60	83.98%		544.60	2,855.40	83.98%
1109	SALARIED TRAVEL/MEETINGS	40,800	40,800	14,290.20	64.98%			14,290.20	64.98%		14,290.20	26,509.80	64.98%
1110	SALARIED PREMIUM TIME	12,000	12,000	7,629.96	36.42%			7,629.96	36.42%		7,629.96	4,370.04	36.42%
1111	SALARIED TAXABLE FRINGE BENEFI	0	0	0.00				0.00			0.00	0.00	
1112	SALARIED RELOCATION	2,000	2,000	0.00				0.00			0.00	2,000.00	
	TOTAL SALARIES	2,685,800	2,710,906	1,118,886.04	58.73%	63,166.74	72,800.00	1,128,519.30	58.37%	0.00	1,191,686.04	1,519,219.96	56.04%
1201	HOURLY TIME WORKED	685,490	692,294	312,165.84	54.91%	51,681.88	25,600.00	286,083.96	58.68%		337,765.84	354,528.16	51.21%
1202	HOURLY OVERTIME	1,000	1,000	3,755.14	-275.51%			3,755.14	-275.51%		3,755.14	(2,755.14)	-275.51%
1203	HOURLY VACATION	20,800	20,800	10,857.43	47.80%			10,857.43	47.80%		10,857.43	9,942.57	47.80%
1204	HOURLY SICK PAY	1,800	1,800	905.88	49.67%			905.88	49.67%		905.88	894.12	49.67%
1205	HOURLY DISABILITY PAY	0	0	0.00				0.00			0.00	0.00	
1206	HOURLY HOLIDAY	13,000	13,000	6,151.17	52.68%			6,151.17	52.68%		6,151.17	6,848.83	52.68%
1207	HOURLY JURY DUTY	110	110	21.09	80.83%			21.09	80.83%		21.09	88.91	80.83%
1208	HOURLY DEATH-IN-FAMILY	700	700	385.71	44.90%			385.71	44.90%		385.71	314.29	44.90%
1209	HOURLY TRAVEL/MEETINGS	1,825	1,825	830.61	54.49%			830.61	54.49%		830.61	994.39	54.49%
	TOTAL HOURLY WAGES	724,635	731,529	335,072.87	54.20%	51,681.88	25,600.00	308,990.99	57.76%	0.00	360,672.87	370,856.13	50.70%
1301	SUMMER EMPLOYEES- TIME WORKED	115,000	115,000	7,435.52	93.53%			7,435.52	93.53%		7,435.52	107,564.48	93.53%
1302	SUMMER EMPLOYEES-OVERTIME	0	0	0.00				0.00			0.00	0.00	
1401	SHORT-TERM STAFF TIME WORKED	22,000	22,000	11,721.51	46.72%			11,721.51	46.72%		11,721.51	10,278.49	46.72%
1402	SHORT-TERM STAFF OVERTIME	0	0	0.00				0.00			0.00	0.00	
	TOTAL SUMMER & SHORT-TERM STAFF	137,000	137,000	19,157.03	86.02%	0.00	0.00	19,157.03	86.02%	0.00	19,157.03	117,842.97	86.02%
	TOTAL COMPENSATION	3,547,435	3,579,435	1,473,115.94	58.85%	114,848.62	98,400.00	1,456,667.32	59.30%	0.00	1,571,515.94	2,007,919.06	56.10%
1501	EMPLOYER FICA	265,500	270,500	100,443.10	62.87%	8,211.68	17,720.18	109,951.60	59.35%		118,163.28	152,336.72	56.32%
1502	UNEMPLOYMENT REIMBURSEMENT	5,400	5,400	392.03	92.74%		384.00	776.03	85.63%		776.03	4,623.97	85.63%
1503	EMPLOYER PERF	127,500	132,500	62,962.19	52.48%	33,264.92	25,075.00	54,772.27	58.66%		88,037.19	44,462.81	33.56%
1504	GROUP INSURANCE	173,460	173,460	76,492.99	55.90%	186.72	0.00	76,306.27	56.01%		76,492.99	96,967.01	55.90%
	TOTAL EMPLOYEE BENEFITS	571,860	581,860	240,290.31	58.70%	41,663.32	43,179.18	241,806.17	58.44%	0.00	283,469.49	298,390.51	51.28%
	TOTAL PERSONAL SERVICES	4,119,295	4,161,295	1,713,406.25	58.83%	156,511.94	141,579.18	1,698,473.49	59.18%	0.00	1,854,985.43	2,306,309.57	55.42%

ALLEN COUNTY PUBLIC LIBRARY
INTERNAL BUDGETARY STATEMENT--GENERAL [illegible]NLY
FOR THE YEAR-TO-DATE ENDED MAY 31, 1988

GLA#	CATEGORY	1988 APPROPRIATION ADVERTISED	1988 APPROPRIATION CURRENT	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/87 +	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 5/31/88 -	ACCRUAL BASIS YEAR-TO-DATE ACTUAL	ACCRUAL BASIS PERCENT REMAINING	ENCUMBRANCE BASIS OPEN ENCUMBRANCES	ENCUMBRANCE BASIS YEAR-TO-DATE ENCUMBERED	ENCUMBRANCE BASIS UNENCUMBERED BALANCE	ENCUMBRANCE BASIS PERCENT REMAINING
** SUPPLIES **													
2101	OFFICE SUPPLIES	65,000	52,700	13,018.48	75.30%	1,078.06	0.00	11,940.42	77.34%	1,640.28	14,658.76	38,041.24	72.18%
	TOTAL OFFICE SUPPLIES	65,000	52,700	13,018.48	75.30%	1,078.06	0.00	11,940.42	77.34%	1,640.28	14,658.76	38,041.24	72.18%
2201	CLEANING SUPPLIES	16,000	16,000	10,037.27	37.27%	702.54	491.6	9,816.33	38.65%	1,363.95	11,882.82	4,117.18	25.73%
2202	VEHICLE FUEL	13,000	13,000	4,943.18	61.98%	59.44	0.00	4,883.74	62.43%		4,943.18	8,056.82	61.98%
2203	HEATING OIL	10,000	10,000	613.30	93.87%		0.00	613.30	93.87%		613.30	9,386.70	93.87%
2204	COPIER SUPPLIES	34,500	34,500	26,789.70	22.35%	1516.87	0.00	25,272.83	26.75%	1,351.80	28,141.50	6,358.50	18.43%
2205	LIBRARY MATERIALS SUPPLIES	13,000	13,000	13,750.39	-5.77%		227.29	13,977.68	-7.52%	283.99	14,261.67	(1,261.67)	-9.71%
2206	MATERIALS ACCESS SUPPLIES	16,000	16,000	2,357.87	85.26%		0.00	2,357.87	85.26%	4,851.71	7,209.58	8,790.42	54.94%
2207	CRAFT SUPPLIES	5,500	5,500	2,189.26	60.20%	31.12	36.21	2,194.35	60.10%	83.95	2,309.42	3,190.58	58.01%
2208	OTHER OPERATING SUPPLIES	92,000	92,000	61,880.98	32.74%	1727.55	1,067.36	61,220.79	33.46%	6,857.36	69,005.70	22,994.30	24.99%
	TOTAL OPERATING SUPPLIES	200,000	200,000	122,561.95	38.72%	4,037.52	1,912.46	120,336.89	39.83%	13,992.76	138,367.17	61,632.83	30.82%
2301	MAINTENANCE SUPPLIES	18,000	17,000	3,442.30	79.75%	147.94	169.12	3,463.48	79.63%	1,452.52	5,063.94	11,936.06	70.21%
2302	REPAIR PARTS	17,500	18,000	1,815.21	89.92%	351.95	0.00	1,463.26	91.87%	4,408.32	6,223.53	11,776.47	65.42%
	TOTAL MAINTENANCE SUPPLIES	35,000	35,000	5,257.51	84.98%	499.89	169.12	4,926.74	85.92%	5,860.84	11,287.47	23,712.53	67.75%
	TOTAL SUPPLIES	300,000	287,700	140,837.94	51.05%	5,615.47	1,981.58	137,204.05	52.31%	21,493.88	164,313.40	123,386.60	42.89%

INTERNAL BUDGETARY STATEMENT--GENERAL F[illegible]LY
FOR THE YEAR-TO-DATE ENDED MAY 31, 19[illegible]

GL#	CATEGORY	1988 APPROPRIATION ADVERTISED	1988 APPROPRIATION CURRENT	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/87 +	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 5/31/88 -	ACCRUAL BASIS YEAR-TO-DATE ACTUAL	ACCRUAL BASIS PERCENT REMAINING	ENCUMBRANCE BASIS OPEN ENCUMBRANCES	ENCUMBRANCE BASIS YEAR-TO-DATE ENCUMBERED	ENCUMBRANCE BASIS UNENCUMBERED BALANCE	ENCUMBRANCE BASIS PERCENT REMAINING
** OTHER SERVICES AND CHARGES **													
3101	CONSULTING	37,000	7,000	3,560.00	49.14%			3,560.00	49.14%		3,560.00	3,440.00	49.14%
3102	ENGINEERING & ARCHITECTURAL	5,000	44,500	41,778.30	6.12%	3,264.00	0.00	38,514.30	13.45%	2,200.00	43,978.30	521.70	1.17%
3103	LEGAL SERVICES	2,500	6,000	2,537.00	57.72%	304.00	0.00	2,233.00	62.78%		2,537.00	3,463.00	57.72%
3104	PROGRAM PRESENTERS	5,500	5,500	1,251.50	77.25%		0.00	1,251.50	77.25%	275.00	1,526.50	3,973.50	72.25%
3105	TEMPORARY HELP SERVICES	47,000	46,000	4,374.81	90.49%	1,218.79	477.00	3,633.02	92.10%		4,851.81	41,148.19	89.45%
3106	OTHER PROFESSIONAL SERVICES	8,000	8,000	5,680.51	28.99%	72.51	0.00	5,608.00	29.90%	2,402.90	8,083.41	(83.41)	-1.04%
	TOTAL PROFESSIONAL SERVICES	105,000	117,000	59,182.12	49.42%	4,859.30	477.00	54,799.82	53.16%	4,877.90	64,537.02	52,462.98	44.84%
3201	TELEPHONE SERVICE	85,000	83,000	31,992.08	61.46%	1,030.72	0.00	30,961.36	62.70%		31,992.08	51,007.92	61.46%
3202	POSTAGE & SHIPPING	59,000	58,000	24,602.45	57.58%	35.84	0.00	24,566.61	57.64%	13,000.00	37,602.45	20,397.55	35.17%
3203	TRAVEL & MEETINGS	26,000	26,000	12,244.52	52.91%		1.25	12,245.77	52.90%		12,245.77	13,754.23	52.90%
3204	RECRUITING	4,500	4,500	2,268.15	49.60%		0.00	2,268.15	49.60%	280.00	2,548.15	1,951.85	43.37%
3205	TRAINING & DEVELOPMENT	15,000	15,000	3,620.50	75.86%			3,620.50	75.86%		3,620.50	11,379.50	75.86%
	COMMUNICATION & TRANSPORTATION	189,500	186,500	74,727.70	59.93%	1,066.56	1.25	73,662.39	60.50%	13,280.00	88,009	98,491	52.81%
3301	PUBLICATION OF LEGAL NOTICES	700	700	76.90	89.01%			76.90	89.01%		76.90	623.10	89.01%
3302	OUTSIDE VENDOR PRINTING	9,000	9,000	5,740.87	36.21%	225.00	0.00	5,515.87	38.71%	261.00	6,001.87	2,998.13	33.31%
	TOTAL PUBLICATION & PRINTING	9,700	9,700	5,817.77	40.02%	225.00	0.00	5,592.77	42.34%	261.00	6,078.77	3,621.23	37.33%
3401	INSURANCE	110,000	110,000	26,671.00	75.75%	3,634.00	0.00	23,037.00	79.06%		26,671.00	83,329.00	75.75%
	TOTAL INSURANCE	110,000	110,000	26,671.00	75.75%	3,634.00	0.00	23,037.00	79.06%	0.00	26,671.00	83,329.00	75.75%
3501	NATURAL GAS	92,600	92,600	50,811.15	45.13%		0.00	50,811.15	45.13%		50,811.15	41,788.85	45.13%
3502	ELECTRICITY	272,000	272,000	113,213.88	58.38%		2,087.43	115,301.31	57.61%		115,301.31	156,698.69	57.61%
3503	WATER & SEWER	9,000	9,000	2,461.39	72.65%		10.84	2,472.23	72.53%	0.00	2,472.23	6,527.77	72.53%
3504	TRASH DISPOSAL	6,400	6,400	2,432.00	62.00%		115.00	2,547.00	60.20%	3,689.00	6,236.00	164.00	2.56%
	TOTAL UTILITY SERVICES	380,000	380,000	168,918.42	55.55%	0.00	2,213.27	171,131.69	54.97%	3,689.00	174,820.69	205,179.31	53.99%
3601	BUILDING REPAIR & MAINTENANCE	80,000	71,000	17,278.17	75.66%	139.39	0.00	17,138.78	75.86%	2,885.00	20,163.17	50,836.83	71.60%
3602	HVAC SERVICE	17,000	26,000	18,019.54	30.69%	1,953.50	0.00	16,066.04	38.21%	1,891.57	19,911.11	6,088.89	23.42%
3603	LANDSCAPING SERVICES	16,000	16,000	6,466.54	59.58%	0.00	0.00	6,466.54	59.58%	8,661.03	15,127.57	872.43	5.45%
3604	COMPUTER MAINTENANCE	135,000	135,000	66,422.65	50.80%	23,995.40	0.00	42,427.25	68.57%	51,598.00	118,020.65	16,979.35	12.58%
3605	COPIER SERVICE	25,000	25,000	13,752.60	44.99%	1,800.00	48.00	12,000.60	52.00%	8,449.00	22,249.60	2,750.40	11.00%
3606	VEHICLE SERVICE	23,000	23,000	8,077.74	64.88%	61.25	0.00	8,016.49	65.15%	1,651.04	9,728.78	13,271.22	57.70%
3607	OTHER EQUIPMENT SERVICE	50,000	50,000	33,277.44	33.45%	1,401.13	906.85	32,783.16	34.43%	17,960.06	52,144.35	(2,144.35)	-4.29%
	TOTAL REPAIRS & MAINTENANCE	346,000	346,000	163,294.68	52.81%	29,350.67	954.85	134,898.86	61.01%	93,095.70	257,345.23	88,654.77	25.62%
3701	REAL ESTATE RENTAL/LEASING	2,700	2,700	1,150.00	57.41%			1,150.00	57.41%	1,380.00	2,530.00	170.00	6.30%
3702	EQUIPMENT RENTAL/LEASING	44,000	44,000	21,987.78	50.03%	1,466.24	1,194.48	21,716.02	50.65%	23,614.04	46,796.30	(2,796.30)	-6.36%
	LEASING & RENTALS	46,700	46,700	23,137.78	50.45%	1,466.24	1,194.48	22,866.02	51.04%	24,994.04	49,326.30	(2,626.30)	-5.62%

ALLEN COUNTY PUBLIC LIBRARY
INTERNAL BUDGETARY STATEMENT--GENERAL [illegible]ONLY
FOR THE YEAR-TO-DATE ENDED MAY 31, 1988

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GL#	CATEGORY	1988 APPROPRIATION ADVERTISED	1988 APPROPRIATION CURRENT	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/87 +	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 5/31/88 -	ACCRUAL BASIS YEAR-TO-DATE ACTUAL	ACCRUAL BASIS PERCENT REMAINING	ENCUMBRANCE BASIS OPEN ENCUMBRANCES	ENCUMBRANCE BASIS YEAR-TO-DATE ENCUMBERED	ENCUMBRANCE BASIS UNENCUMBERED BALANCE	ENCUMBRANCE BASIS PERCENT REMAINING
3901	DUES & MEMBERSHIPS	6,900	7,200	7,089.74	1.53%		0.00	7,089.74	1.53%		7,089.74	110.26	1.53%
3902	INTEREST ON TEMPORARY LOANS	50,000	50,000	7,795.48	84.41%			7,795.48	84.41%		7,795.48	42,204.52	84.41%
3903	TAXES & ASSESSMENTS	3,300	3,300	0.00	100.00%		1,420.52	1,420.52	56.95%		1,420.52	1,879.48	56.95%
3904	TRANSFER TO LIRF FUND	0	0	0.00				0.00			0.00	0.00	
3905	MATERIALS CONSERVATION SERVICE	50,000	50,000	11,547.78	76.90%	1,425.14	2,210.20	12,332.84	75.33%		13,757.98	36,242.02	72.48%
3906	COMPUTER SERVICES	110,000	110,000	52,450.30	52.32%	2,846.40	279.36	49,883.26	54.65%	6,901.14	59,630.80	50,369.20	45.79%
	TOTAL MISCELLANEOUS SERVICES	220,200	220,500	78,883.30	64.23%	4,271.54	3,910.08	78,521.84	64.39%	6,901.14	89,694.52	130,805.48	59.32%
	TOTAL OTHER SERVICES & CHARGES	1,406,160	1,416,400	600,632.77	57.59%	44,873.31	8,750.93	564,510.39	60.14%	147,098.78	756,482.48	659,917.52	46.59%
	*** CAPITAL OUTLAYS ***												
4401	FURNITURE & EQUIPMENT	222,710	87,710	17,794.12	79.71%	1,905.52	484.00	16,372.60	81.33%	65,389.69	83,667.81	4,042.19	4.61%
4403	COMPUTER EQUIPMENT	10,000	10,000	4,445.49	55.55%		2,486.75	6,932.24	30.68%	1,049.00	7,981.24	2,018.76	20.19%
4405	TELEVISION EQUIPMENT	10,000	10,000	0.00	100.00%			0.00	100.00%		0.00	10,000.00	100.00%
4407	VEHICLES	30,000	30,000	10,095.04	66.35%			10,095.04	66.35%		10,095.04	19,904.96	66.35%
4409	BUILDINGS	0	135,000	57,760.00	57.21%			57,760.00	57.21%	69,190.00	126,950.00	8,050.00	5.96%
4411	LAND	0	0	0.00				0.00			0.00	0.00	
	GENERAL FIXED ASSETS	272,710	272,710	90,094.65	66.96%	1,905.52	2,970.75	91,159.88	66.57%	135,628.69	228,694.09	44,015.91	16.14%
4510	BOOKS	1,431,895	1,391,895	387,894.72	72.13%	41,018.99	442.50	347,318.23	75.05%	186,294.94	574,632.16	817,262.84	58.72%
4520	PERIODICALS	200,000	200,000	43,772.03	78.11%	3,459.40	0.00	40,312.63	79.84%	3,864.19	46,836.21	153,163.79	76.58%
4530	NON-PRINT MATERIALS	160,000	160,000	30,763.82	80.77%	3,502.19	(50.96)	27,210.67	82.99%	31,392.71	62,105.57	97,894.43	61.18%
	TOTAL LIBRARY MATERIALS	1,791,895	1,751,895	462,430.57	73.60%	47,980.58	391.54	414,841.53	76.32%	220,751.83	683,573.94	1,068,321.06	60.98%
	TOTAL CAPITAL OUTLAYS	2,064,605	2,024,605	552,525.22	72.71%	49,886.10	3,362.29	506,001.41	75.01%	356,380.52	912,268.03	1,112,336.97	54.94%
	TOTAL EXPENDITURES	7,890,000	7,890,000	3,067,402.18	61.88%	256,896.82	155,673.98	2,906,109.34	63.17%	524,973.18	3,698,049.34	4,201,950.66	53.26%
	EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(679,428)	(679,428)	(430,359.14)		(256,910.82)	(155,673.98)	(329,122.30)		(524,973.18)	(3,698,049.34)	(4,201,950.66)	

ALLEN COUNTY PUBLIC LIBRAR[illegible]

COMBINED BALANCE SHEET--ALL FUND TYPES AND ACCOUNT GROUPS
AT MAY 31, 1988

	GOVERNMENTAL FUND TYPES				FIDUCIARY FUND TYPE	ACCOUNT GROUPS		TOTALS: (MEMORANDUM ONLY)	
	GENERAL	SPECIAL REVENUE	DEBT SERVICE	CAPITAL PROJECTS	TRUST & AGENCY	GENERAL FIXED ASSETS	GENERAL LONG-TERM DEBT	MAY 31 1988	MAY 31 1987
ASSETS									
CASH ON DEPOSIT	896,298.36	1,983.07	218,000.00	1,131,001.20	3,331.92			2,250,614.55	
CASH ON HAND	2,795.44							2,795.44	
CASH WITH FISCAL AGENT			570.00					570.00	
INVESTMENTS AT COST OR AMORTIZED COST				750,000.00				750,000.00	
TAXES DUE FROM COUNTY GOVERNMENT								0.00	
ACCRUED INTEREST				912.33				912.33	
DUE FROM OTHER GOVERNMENTS	737.58							737.58	
DUE FROM OTHER FUNDS			293,606.69					293,606.69	
PREPAID EXPENDITURES								0.00	
FIXED ASSETS:								0.00	
LAND						1,427,900.48		1,427,900.48	
BUILDINGS						7,782,544.69		7,782,544.69	
LESS ACCUMULATED DEPRECIATION						(2,715,184.07)		(2,715,184.07)	
FURNITURE AND EQUIPMENT						5,003,454.32		5,003,454.32	
LESS ACCUMULATED DEPRECIATION						(3,125,304.83)		(3,125,304.83)	
ACPL LIBRARY COLLECTION						26,302,216.40		26,302,216.40	
AVAILABLE IN DEBT SERVICE FUND							293,606.69	293,606.69	
AMOUNT TO BE PROVIDED--RETIREMENT OF L/T DEBT							3,831,393.31	3,831,393.31	
AMOUNT TO BE PROVIDED--VACATION PAY LIABILITY							225,172.91	225,172.91	
TOTAL ASSETS	899,831.38	1,983.07	512,176.69	1,881,913.53	3,331.92	34,675,626.99	4,350,172.91	42,325,036.49	0.00
LIABILITIES & FUND EQUITY									
LIABILITIES:								0.00	
ACCOUNTS PAYABLE	27,894.77			0.00				0.00	
TEMPORARY LOANS/FINANCING	0.00							27,894.77	
ACCRUED WAGES & BENEFITS	130,875.00						225,172.91	0.00	
UNREMITTED WITHHOLDINGS	26,699.64							356,047.91	
RECORD DEPOSITS PAYABLE	25,279.55							26,699.64	
DUE TO OTHER FUNDS	293,606.69							25,279.55	
DUE TO OTHERS	0.00							293,606.69	
MATURED BONDS PAYABLE								0.00	
MATURED INTEREST PAYABLE			(87.50)					0.00	
GENERAL OBLIGATION BONDS PAYABLE							4,125,000.00	(87.50)	
								4,125,000.00	
TOTAL LIABILITIES	504,355.65	0.00	(87.50)	0.00	0.00	0.00	4,350,172.91	4,854,441.06	0.00
FUND EQUITY:								0.00	
INVESTMENT IN GENERAL FIXED ASSETS						34,675,626.99		34,675,626.99	
FUND BALANCES:								0.00	
RESERVED FOR ENCUMBRANCES	524,973.18	0.00		1,591,556.27				2,116,529.45	
RESERVED FOR PREPAID ITEMS								0.00	
RESTRICTED-SPECIAL REVENUE		1,983.07						1,983.07	
DESIGNATED FOR DEBT SERVICE			512,264.19					512,264.19	
UNDESIGNATED	(129,497.45)	0.00		290,357.26	3,331.92			164,191.73	
TOTAL FUND EQUITY	395,475.73	1,983.07	512,264.19	1,881,913.53	3,331.92	34,675,626.99	0.00	37,470,595.43	0.00
TOTAL LIABILITIES & FUND EQUITY	899,831.38	1,983.07	512,176.69	1,881,913.53	3,331.92	34,675,626.99	4,350,172.91	42,325,036.49	0.00

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ALLEN COUNTY PUBLIC LIBRARY
COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES--
ALL GOVERNMENTAL FUND TYPES AND EXPENDABLE TRUST FUNDS
FOR THE YEAR-TO-DATE ENDED MAY 31, 1988

	GOVERNMENTAL FUND TYPES				FIDUCIARY FUND TYPE	TOTALS (MEMORANDUM ONLY)	
	GENERAL	SPECIAL REVENUE	DEBT SERVICE	CAPITAL PROJECTS	EXPENDABLE TRUST	YEAR-TO-DATE MAY 31, 1988	YEAR-TO-DATE MAY 31, 1987
REVENUES:							
AUTO EXCISE TAX	261,000.00		102,000.00			363,000.00	414,000.00
REAL PROPERTY TAX LEVY	2,110,000.00		116,000.00			2,226,000.00	2,666,210.00
INTANGIBLES TAX						0.00	0.00
USER FEES	95,570.33					95,570.33	97,230.61
INTERGOVERNMENTAL REVENUE	32,791.00					32,791.00	70,677.81
PARKING FEES	46,423.34					46,423.34	47,954.39
GIFTS & DONATIONS	33.30	2,660.19				2,693.49	507.63
INTEREST	15,516.54			51,949.04	43.21	67,508.79	94,751.73
OTHER REVENUES	15,732.53					15,732.53	17,757.77
TOTAL REVENUES	2,577,067.04	2,660.19	218,000.00	51,949.04	43.21	2,849,719.48	3,409,089.94
EXPENDITURES--CURRENT:							
COMPENSATION & BENEFITS	1,698,473.49					1,698,473.49	1,663,364.16
SUPPLIES	137,204.05			762.77		137,966.82	187,439.54
PROFESSIONAL SERVICES	60,392.59			12.00		60,404.59	53,000.14
COMMUNICATION & TRANSPORTATION	73,662.39					73,662.39	72,893.76
INSURANCE	23,037.00					23,037.00	31,198.00
UTILITY SERVICES	171,646.69					171,646.69	158,273.49
REPAIRS & MAINTENANCE	134,898.86			4,652.31		139,551.17	233,939.50
LEASING & MISCELLANEOUS SERVICES	101,387.86	135.00		210,447.04		311,969.90	103,936.14
EXPENDITURES--CAPITAL OUTLAY:							
GENERAL FIXED ASSETS	91,159.88			200,415.77		291,575.65	154,131.95
LIBRARY MATERIALS	414,841.53	2,257.15		25,900.00		442,998.68	561,506.86
EXPENDITURES--DEBT SERVICE:							
PRINCIPAL RETIREMENT						0.00	145,000.00
INTEREST CHARGES						0.00	127,553.96
TOTAL EXPENDITURES	2,906,704.34	2,392.15	0.00	442,189.89	0.00	3,351,286.38	3,492,237.50
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(329,637.30)	268.04	218,000.00	(390,240.85)	43.21	(501,566.90)	(83,147.56)
OTHER FINANCING SOURCES (USES):							
PROCEEDS OF G. O. BONDS						0.00	
OPERATING TRANSFERS IN						0.00	164,033.39
OPERATING TRANSFERS OUT						0.00	(164,033.39)
TOTAL OTHER FINANCING SOURCES (USES):	0.00	0.00	0.00	0.00	0.00	0.00	0.00
EXCESS OF REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES	(329,637.30)	268.04		(390,240.85)	43.21	(719,566.90)	(83,147.56)
FUND BALANCES-JANUARY 1, 1988	725,223.53	1,715.03	294,264.19	2,272,043.88	3,288.71	3,296,535.34	3,204,423.47
FUND BALANCE ADJUSTMENTS FROM JAN 1	(110.50)	0.00		110.50		0.00	317,040.32
FUND BALANCES-MAY 31, 1988	395,475.73	1,983.07	294,264.19	1,881,913.53	3,331.92	2,576,968.44	3,438,316.23

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

June 23, 1988)
)
A RESOLUTION TO TRANSFER APPROPRIATIONS) No. 1988-16
WITHIN THE GENERAL FUND)

WHEREAS, It has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget for the various functions of the Allen County Public Library, and

WHEREAS, It has been shown that certain existing appropriations now have unobligated balances which will not be needed for the purposes for which appropriated, it is therefore

RESOLVED, By the Board of Library Trustees, Allen County Public Library, Allen County, Indiana:

Section 1. That for the expenses of the public library the following sums of money are hereby appropriated and ordered set apart out of the several funds herein named and for the purposes herein specified, subject to the laws governing the same:

LIBRARY OPERATING FUND	AMOUNT APPROPRIATED
2205 Library Materials Supplies....	$ 8,000.00
3607 Other Equipment Service.....	$15,000.00
3702 Equipment Rental/Leasing.....	$ 6,000.00
3106 Other Professional Services...	$ 3,440.00
Total	$32,440.00

Section 2. That the following existing appropriations be reduced in the following amounts:

LIBRARY OPERATING FUND	AMOUNT REDUCED
2206 Materials Access Supplies.....	$ 5,000.00
2101 Office Supplies.....	$ 3,000.00
3601 Building Repair & Maintenance..	$15,000.00
3905 Materials Conservation Service.	$ 6,000.00

3101 Consulting.....$ 3,440.00

Total $32,440.00

Presented to the Allen County Public Library Board, read in full and adopted this 23rd day of June, 1988, by the following aye and nay vote.

Aye	Nay
Mary M. Kiesinger	
Dean McMahan	
[illegible]	
Patricia E. Riley	

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

June 23, 1988	)	
	)	
RESOLUTION TO ADVERTISE	)	No. 1988-17
FOR BIDS FOR THE PURCHASE OR	)	
LEASE OF PHOTOCOPIERS	)	

RESOLVED, By the Board of Library Trustees, Allen County Public Library, Allen County, Indiana, that the library administration is hereby authorized to give notice that bids will be received from vendors to sell or lease to the Allen County Public Library photocopiers according to specification to be prepared and made available to prospective bidders.

Mary M. Koehlinger

Mary M. Koehlinger, President

Jack Carmean

Jack Carmean, Secretary Pro Tempore

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

June 23, 1988	)	
	)	
RESOLUTION TO AMEND THE	)	No. 1988-18
POLICY ON CIRCULATION	)	
	)	

RESOLVED, By the Board of Library Trustees, Allen County Public Library, Allen County, Indiana, that the policy on circulation is hereby amended as follows:

Effective immediately:

- The overdue charge for late return of video cassettes shall be $2.00 per day.

- The price of a subscription library card shall be $55.00. A subscription library card may be used by members of the immediate family of the subscriber.

Effective August 1, 1988:

- Audio recordings in all formats will be renewed one time only.

Adopted this 23rd day of June, 1988

Mary M. Koehlinger, President

Jack Carmean, Secretary Pro Tempore

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

Meeting of June 23, 1988, in Executive Session

The Board of Library Trustees of the Allen County Public Library met in executive session on Thursday, June 23, 1988, at 4:25 p.m. in room 4 of the main library, for the purpose of discussing matters relating to real estate. Those present were Mrs. Koehlinger, presiding, Mr. Carmean, Mr. McMahan, and Mrs. Riley. Absent: Mr. Coleman, Mrs. Gates, and Mr. Andorfer.

Mr. Carmean was appointed secretary pro tempore.

No decisions were made, nor were any votes taken, and the meeting adjourned at 5:20 p.m.

Mary M. Koehlinger

Mary M. Koehlinger, President

Jack Carmean

Jack Carmean, Secretary Pro Tempore

AGENDA

Board of Library Trustees
ALLEN COUNTY PUBLIC LIBRARY
July 28, 1988
3:00 p.m. - Room 4, Main Library

1. Roll call.

2. Adoption of the agenda.

3. Approval of the minutes of the regular meeting of June 23, 1988, and the meeting of June 23, 1988 in executive session.

4. Financial report for June, 1988.

5. Payment of bills.

6. Report of director.

7. Committee reports.

8. Personnel.

9. Budget presentation and discussion.

10. Resolution No. 1988-19, "A Resolution to Approve the Library Budget Estimate for the General Fund for the Calendar Year Ending December 31, 1989."

11. Resolution No. 1988-20, "A Resolution to Approve the Library Budget Estimate for the Bond and Interest Redemption Fund for the Calendar Year Ending December 31, 1989."

12. Resolution No. 1988-21, "A Resolution to Publish a Notice to Taxpayers of Budget Estimates and Tax Rates."

13. Resolution No. 1988-22, "Resolution of Appropriations" - additional appropriations in the amount of $103,171.00 for personnel and equipment for public access and educational television channels.

14. Presentation by Bernard Perry of Municipal Consultants, Inc. concerning options for financing the library's proposed capital improvement program.

15. Presentation by Jack Hodell of Baxter, Hodell, Donnelly, Preston on the organization and implementation of the capital improvement program.

16. Resolution No. 1988-23, "Resolution to Amend the Policy on Library Records."

17. Approval of joint promotional activities.

18. Other business.

19. Adjournment.

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

Meeting of July 28, 1988, in Regular Session

The Board of Library Trustees of the Allen County Public Library met in regular session on Thursday, July 28, 1988, at 3:00 p.m. in room 4 of the main library. Those present were Mrs. Koehlinger, presiding, Mrs. Riley, Mr. Carmean, Mr. Andorfer and Mr. McMahan. Absent: Mr. Coleman and Mrs. Gates.

Mr. Carmean was elected secretary pro tempore.

On motion of Mr. Andorfer the agenda was adopted as distributed.

On motion of Mr. Carmean the minutes of the regular meeting of June 23, 1988, and the meeting of June 23, 1988, in executive session, were approved as written.

Mr. Reitenour presented the financial report for June, 1988. The report as presented is appended to and made a part of these minutes.

Mr. Krull certified that the bills summarized below were true and correct and supported by appropriate documentation to the best of his knowledge and belief. Then on motion of Mr. Carmean the bills were approved for payment.

Manual checks and wires: June			$ 500.00
Gross Payrolls:			
May	27		137,730.15
June	10		140,454.29
Accounts Payable Check Batches:			
May	20		1,107,729.81
May	27		174,774.62
June	03		41,440.02
June	10		70,965.51
Voids----June 1,3,9			-308.51
Check Runs Subtotal:		$1,394,601.74	
Grand Total			$ 1,673,286.18

The report of the director followed.

The new children's room is scheduled to open to the public on Monday, August 8. A number of special events are planned for the children throughout the week of August 8, and an official dedication and opening ceremony will be scheduled later.

Mr. Fortriede presented a report on library service statistics for the month and the year to date.

Mrs. Riley gave a short report on the activities of the Allen County Public Library Foundation. The Foundation's Development Committee is in the process of establishing policies and goals, both short and long term. A joint meeting of representatives of the library board and the foundation board was held on July 18 to discuss the foundation's development program and the library's needs.

On motion of Mr. Carmean the following personnel appointments were approved:

Jennifer Cartmel	Switchboard Operator, Security Services	#521	$11,700.00
Janet Williams	Librarian II Genealogy Department	#344	$19,800.04
Robert Stufflebeam	Supervisor, Housekeeping Services	#471	$13,500.24

Mr. Krull presented a proposed budget for 1989 for the library general fund and the bond and interest redemption fund. After discussion, Mr. Carmean moved the adoption of Resolution No. 1988-19. "A Resolution to Approve the Library Budget Estimate for the General Fund for the Calendar Year Ending December 31, 1989." The motion for adoption carried and the resolution so adopted is appended to and made a part of these minutes.

Then on motion of Mr. McMahan the board adopted Resolution No. 1988-20. "A Resolution to Approve the Library Budget Estimate for the Bond and Interest Redemption Fund for the Calendar Year Ending December 31, 1989." The resolution as adopted is appended to and made a part of these minutes.

Mr. McMahan then moved the adoption of Resolution No. 1988-21. "A Resolution to Publish a Notice to Taxpayers of Budget Estimates and Tax Rates." The motion carried and the resolution so adopted is appended to and made a part of these minutes.

Mr. Andorfer moved the adoption of Resolution No. 1988-22. "Resolution of Appropriations," an additional appropriation in the amount of $103,171.00 for personnel and equipment for public access and educational television channels. The motion carried and the resolution so adopted is appended to and made a part of these minutes.

The board next heard a presentation by Bernard Perry of Municipal Consultants, Inc. concerning options for financing the library's proposed capital improvement program. After discussion, Mr. McMahan moved that "the president, or the director be authorized to execute a contract with Municipal Consultants, Inc. to render professional services regarding the financing of the library's capital improvement program at a fee not to exceed $30,000."

Then the board heard a presentation by Jack E. Hodell of Baxter, Hodell, Donnelly, Preston, on the organization and implementation of the capital improvement program. Mr. McMahan moved "that Mr. Hodell be retained to provide library consultant and project consultant services to the library for the proposed projects, initially to include those services listed as numbers I. and V. on the schedule of major tasks, man-hour and cost requirements presented by Mr. Hodell, at a cost not to exceed $29,100, with additional services to be negotiated as needed at a later time; and that the president or director be authorized to execute a contract with Baxter, Hodell, Donnelly, Preston, for the provision of these services." The motion carried.

Mr. McMahan moved the adoption of Resolution No. 1988-23. "A Resolution to Amend the Policy on Library Records." The motion carried and the resolution so adopted is appended to and made a part of these minutes.

On motion of Mrs. Riley the following joint promotional activities were approved: Hardees of Fort Wayne, and Baskin-Robbins, both donating coupons for the summer reading program.

Mrs. Koehlinger read a letter from LuAnn Beaman expressing her gratitude for the plaque presented in recognition of her service as a trustee and president of the library board.

Mr. McMahan moved the adoption of Resolution No. 1988-25. "A Resolution to Transfer Appropriations Within the General Fund." The motion carried and the resolution so adopted is appended to and made a part of these minutes.

Rick Hayes, television services manager, presented the results of bids submitted for the purchase of television equipment. Four bids were received and adjustments were required to develop fair comparisons since not all bidders were able to provide all of the items specified. The bids with their respective adjustments for comparablility were as follows:

Audio Visual	Cruise	Thalner	Midwest
$29,183.00	$28,597.00	$32,910.00	$29,555.50
+ 1,839.00	+ 362.50		
	+ 2,100.00		
	+ 107.00		
$31,022.00	$31,166.50	$32,910.00	$29,555.50

Mr. Hayes recommended that the bid of Midwest Communications Corp. be accepted as the lowest bid meeting all of the stated specifications. Mr. McMahan moved "that the bid of Midwest Communications Corp. at $29,555.50 be accepted." The motion carried.

Mr. McMahan moved the adoption of Resolution No. 1988-24. "A Resolution to Advertise for Bids for the Purchase of Television Equipment," this being an advertisement for additional equipment other than that for which the previous contract was awarded. The motion carried and the resolution so adopted is appended to and made a part of these minutes.

There being no further business to come before the board the meeting adjourned at 4:20 p.m.

Mary M. Koehlinger

Mary M. Koehlinger, President

Jack M. Carmean

Jack M. Carmean, Secretary ~~Pro Tempore~~

INTERNAL BUDGETARY STATEMENT--G... FUND ONLY
FOR THE YEAR-TO-DATE ENDED ju... 30, 1988

GL#	CATEGORY	1988 APPROPRIATION ADVERTISED	1988 APPROPRIATION CURRENT	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/87 +	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 6/30/88 -	ACCRUAL BASIS YEAR-TO-DATE ACTUAL	ACCRUAL BASIS PERCENT REMAINING	ENCUMBRANCE BASIS OPEN ENCUMBRANCES	ENCUMBRANCE BASIS YEAR-TO-DATE ENCUMBERED	ENCUMBRANCE BASIS UNENCUMBERED BALANCE	ENCUMBRANCE BASIS PERCENT REMAINING
	REVENUES:												
5101	AUTO EXCISE TAX	802,259	802,259	279,241.82				279,241.82					
5102	REAL PROPERTY TAX LEVY	5,843,227	5,843,229	3,053,410.89				3,053,410.89					
5103	INTANGIBLES TAX	98,964	98,964	54,242.47				54,242.47					
	TOTAL LOCAL TAX REVENUES	6,744,452	6,744,452	3,386,895		0.00	0.00	3,386,895.18					
5201	PHOTOCOPYING FEES	106,000	106,000	56,120.29				56,120.29					
5202	EXTENDED USE FEES	112,000	112,000	57,594.54		(24.00)	0.00	57,618.54					
	TOTAL USER FEES	218,000	218,000	113,714.83		(24.00)	0.00	113,738.83					
5301	FEDERAL OPERATING GRANTS	0	0	0.00				0.00					
5302	STATE OPERATING GRANTS	31,500	31,500	36,420.00				36,420.00					
5303	CITY OPERATING GRANTS	0	0	0.00				0.00					
	TOTAL GRANTS	31,500	31,500	36,420.00		0.00	0.00	36,420.00					
5401	PARKING REVENUES-239 W WAYNE	76,400	76,400	34,500.00				34,500.00					
5402	PARKING REVENUES-900 S HARRISO	76,400	76,400	34,500.00				34,500.00					
5403	PARKING REVENUES-236 W WASHING	200	200	1,586.05				1,586.05					
5404	OTHER PARKING REVENUES	0	0	600.00				600.00					
	TOTAL PARKING REVENUES	153,000	153,000	71,186.05		0.00	0.00	71,186.05					
5501	SERVICE CENTER RENT	9,120	9,120	4,800.00				4,800.00					
5502	OTHER RENTAL INCOME			40.00				40.00					
5601	UNRESTRICTED GIFTS & DONATIONS	2,500	2,500	2,087.30				2,087.30					
5650	INTEREST	18,000	18,000	21,005.46				21,005.46					
				0.00									
5701	ACPL PUBLICATIONS	0	0	306.75			0.00	306.75					
5702	RESEARCH SERVICES	0	0	4,382.12				4,382.12					
5703	LOST/DAMAGED LIBRARY MATERIALS	9,000	9,000	5,582.61				5,582.61					
5704	REFUNDS/DISCOUNTS EARNED	0	0	2,946.68				2,946.68					
5705	INSURANCE CLAIM PAYMENTS	0	0	0.00				0.00					
5706	OTHER REVENUES	25,000	25,000	2,062.35				2,062.35					
	TOTAL MISCELLANEOUS REVENUES	34,000	34,000	15,230.51		0.00	0.00	15,230.51					
	TOTAL REVENUES	7,210,572	7,210,572	3,651,429.33		(24.00)	0.00	3,651,453.33					

GL#	CATEGORY	1988 APPROPRIATION ADVERTISED	1988 APPROPRIATION CURRENT	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/87 +	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 6/30/88 -	ACCRUAL BASIS YEAR-TO-DATE ACTUAL	ACCRUAL BASIS PERCENT REMAINING	ENCUMBRANCE BASIS OPEN ENCUMBRANCES	ENCUMBRANCE BASIS YEAR-TO-DATE ENCUMBERED	ENCUMBRANCE BASIS UNENCUMBERED BALANCE	ENCUMBRANCE BASIS PERCENT REMAINING
	EXPENDITURES:												
	** PERSONAL SERVICES **												
1101	SALARIED TIME WORKED	2,297,000	2,320,106	1,119,992.97	51.73%	63,166.74	96,300.00	1,153,126.13	50.30%		1,216,292.87	1,103,813.13	47.58%
1102	SALARIED OVERTIME	6,000	6,000	2,223.85	62.94%			2,223.85	62.94%		2,223.85	3,776.15	62.94%
1103	SALARIED VACATION	168,500	170,500	79,644.34	53.29%			79,644.34	53.29%		79,644.34	90,855.66	53.29%
1104	SALARIED SICK PAY	66,400	66,400	28,400.67	57.23%			28,400.67	57.23%		28,400.67	37,999.33	57.23%
1105	SALARIED DISABILITY PAY	8,100	8,100	805.26	90.06%			805.26	90.06%		805.26	7,294.74	90.06%
1106	SALARIED HOLIDAY	81,400	81,400	63,047.37	22.55%			63,047.37	22.55%		63,047.37	18,352.63	22.55%
1107	SALARIED JURY DUTY	200	200	59.57	70.22%			59.57	70.22%		59.57	140.43	70.22%
1108	SALARIED DEATH-IN-FAMILY	3,400	3,400	603.49	82.25%			603.49	82.25%		603.49	2,796.51	82.25%
1109	SALARIED TRAVEL/MEETINGS	40,800	40,800	16,371.78	59.87%			16,371.78	59.87%		16,371.78	24,428.22	59.87%
1110	SALARIED PREMIUM TIME	12,000	12,000	8,045.87	32.95%			8,045.87	32.95%		8,045.87	3,954.13	32.95%
1111	SALARIED TAXABLE FRINGE BENEFI	0	0	0.00				0.00			0.00	0.00	
1112	SALARIED RELOCATION	2,000	2,000	0.00				0.00			0.00	2,000.00	
	TOTAL SALARIES	2,685,800	2,710,906	1,319,195.07	51.34%	63,166.74	96,300.00	1,352,328.33	50.12%	0.00	1,415,495.07	1,295,410.93	47.79%
1201	HOURLY TIME WORKED	685,400	692,294	365,497.54	47.20%	51,681.88	33,900.00	347,715.66	49.77%		399,397.54	292,896.46	42.31%
1202	HOURLY OVERTIME	1,000	1,000	5,005.48	-400.55%			5,005.48	-400.55%		5,005.48	(4,005.48)	-400.55%
1203	HOURLY VACATION	20,800	20,800	13,467.12	35.25%			13,467.12	35.25%		13,467.12	7,332.88	35.25%
1204	HOURLY SICK PAY	1,800	1,800	1,178.14	34.55%			1,178.14	34.55%		1,178.14	621.86	34.55%
1205	HOURLY DISABILITY PAY	0	0	456.03				456.03			456.03	(456.03)	
1206	HOURLY HOLIDAY	13,000	13,000	8,305.61	36.11%			8,305.61	36.11%		8,305.61	4,694.39	36.11%
1207	HOURLY JURY DUTY	110	110	26.35	76.05%			26.35	76.05%		26.35	83.65	76.05%
1208	HOURLY DEATH-IN-FAMILY	700	700	481.66	31.19%			481.66	31.19%		481.66	218.34	31.19%
1209	HOURLY TRAVEL/MEETINGS	1,825	1,825	905.82	50.37%			905.82	50.37%		905.82	919.18	50.37%
	TOTAL HOURLY WAGES	724,635	731,529	395,323.75	45.96%	51,681.83	33,900.00	377,541.87	48.39%	0.00	429,223.75	302,305.25	41.33%
1301	SUMMER EMPLOYEES- TIME WORKED	115,000	115,000	32,669.61	71.59%			32,669.61	71.59%		32,669.61	82,330.39	71.59%
1302	SUMMER EMPLOYEES-OVERTIME	0	0	10.71				10.71			10.71	(10.71)	
1401	SHORT-TERM STAFF TIME WORKED	22,000	22,000	14,133.66	35.76%			14,133.66	35.76%		14,133.66	7,866.34	35.76%
1402	SHORT-TERM STAFF OVERTIME	0	0	0.00				0.00			0.00	0.00	
	TOTAL SUMMER & SHORT-TERM STAFF	137,000	137,000	46,813.98	65.83%	0.00	0.00	46,813.98	65.83%	0.00	46,813.98	90,186.02	65.83%
	TOTAL COMPENSATION	3,547,435	3,579,435	1,761,332.80	50.79%	114,848.62	130,200.00	1,776,684.18	50.36%	0.00	1,891,532.80	1,687,902.20	47.16%
1501	EMPLOYER FICA	265,500	270,500	132,408.27	51.05%	8,211.68	9,800.00	133,996.59	50.46%		142,208.27	128,291.73	47.43%
1502	UNEMPLOYMENT REIMBURSEMENT	5,400	5,400	776.03	85.63%		0.00	776.03	85.63%		776.03	4,623.97	85.63%
1503	EMPLOYER PERF	157,500	132,500	62,962.19	52.48%	33,264.92	34,917.39	64,614.66	51.23%		97,879.58	34,620.42	26.13%
1504	GROUP INSURANCE	173,460	173,460	87,135.97	49.77%	186.72	0.00	86,949.25	49.87%		87,135.97	86,324.03	49.77%
	TOTAL EMPLOYEE BENEFITS	601,860	581,860	283,282.46	51.31%	41,663.32	44,717.39	286,336.53	50.79%	0.00	327,999.85	253,860.15	43.63%
	TOTAL PERSONAL SERVICES	4,149,295	4,161,295	2,044,615.26	50.87%	156,511.94	174,917.39	2,063,020.71	50.42%	0.00	2,219,532.65	1,941,762.35	46.66%

FOR THE YEAR-TO-DATE ENDED JU[illegible], 1988

GL#	CATEGORY	1988 APPROPRIATION ADVERTISED	CURRENT	*-----CASH BASIS-----* YEAR-TO-DATE ACTUAL	PERCENT REMAINING	*ACCRUAL TO CASH ADJUSTMT* ACCRUAL @ 12/31/87 +	ACCRUAL @ 6/30/88 -	*-----ACCRUAL BASIS-----* YEAR-TO-DATE ACTUAL	PERCENT REMAINING	ENCUMBRANCE BASIS OPEN ENCUMBRANCES	YEAR-TO-DATE ENCUMBERED	UNENCUMBERED BALANCE	PERCENT REMAINING
** SUPPLIES **													
2101	OFFICE SUPPLIES	65,000	49,700	15,455.09	68.90%	1,078.06	0.00	14,377.03	71.07%	1,084.73	16,539.82	33,160.18	66.72%
	TOTAL OFFICE SUPPLIES	65,000	49,700	15,455.09	68.90%	1,078.06	0.00	14,377.03	71.07%	1,084.73	16,539.82	33,160.18	66.72%
2201	CLEANING SUPPLIES	16,000	16,000	12,743.02	20.36%	702.54	0.00	12,040.48	24.75%	760.30	13,503.32	2,496.68	15.60%
2202	VEHICLE FUEL	13,000	13,000	5,864.44	54.89%	59.44	0.00	5,805.00	55.35%		5,864.44	7,135.56	54.89%
2203	HEATING OIL	10,000	10,000	613.30	93.87%		0.00	613.30	93.87%		613.30	9,386.70	93.87%
2204	COPIER SUPPLIES	34,500	34,500	30,076.50	12.82%	1516.87	0.00	28,559.63	17.22%	1,353.30	31,429.80	3,070.20	8.90%
2205	LIBRARY MATERIALS SUPPLIES	13,000	21,000	15,480.79	26.28%		0.00	15,480.79	26.28%	498.30	15,979.09	5,020.91	23.91%
2206	MATERIALS ACCESS SUPPLIES	16,000	11,000	3,016.67	72.58%		0.00	3,016.67	72.58%	4,440.88	7,457.55	3,542.45	32.20%
2207	CRAFT SUPPLIES	5,500	5,500	2,858.73	48.02%	31.12	0.00	2,827.61	48.59%	65.77	2,924.50	2,575.50	46.83%
2208	OTHER OPERATING SUPPLIES	92,000	92,000	68,530.55	25.51%	1727.55	0.00	66,803.00	27.39%	3,806.81	72,337.36	19,662.64	21.37%
	TOTAL OPERATING SUPPLIES	200,000	203,000	139,184.00	31.44%	4,037.52	0.00	135,146.48	33.43%	10,925.36	150,109.36	52,890.64	26.05%
2301	MAINTENANCE SUPPLIES	18,000	17,000	5,485.16	67.73%	147.94	0.00	5,337.22	68.60%	278.07	5,763.23	11,236.77	66.10%
2302	REPAIR PARTS	17,000	18,000	2,029.24	88.73%	351.95	0.00	1,677.29	90.68%	4,459.53	6,488.77	11,511.23	63.95%
	TOTAL MAINTENANCE SUPPLIES	35,000	35,000	7,514.40	78.53%	499.89	0.00	7,014.51	79.96%	4,737.60	12,252.00	22,748.00	64.99%
	TOTAL SUPPLIES	300,000	287,700	162,153.49	43.64%	5,615.47	0.00	156,538.02	45.59%	16,747.69	178,901.18	108,798.82	37.82%

INTERNAL BUDGETARY STATEMENT--GE FUND ONLY
FOR THE YEAR-TO-DATE ENDED june 30, 1988

GLA#	CATEGORY	1988 APPROPRIATION ADVERTISED	1988 APPROPRIATION CURRENT	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/87 (+)	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 6/30/88 (-)	ACCRUAL BASIS YEAR-TO-DATE ACTUAL	ACCRUAL BASIS PERCENT REMAINING	ENCUMBRANCE BASIS OPEN ENCUMBRANCES	ENCUMBRANCE BASIS YEAR-TO-DATE ENCUMBERED	ENCUMBRANCE BASIS UNENCUMBERED BALANCE	ENCUMBRANCE BASIS PERCENT REMAINING
** OTHER SERVICES AND CHARGES **													
3101	CONSULTING	37,000	3,560	3,560.00	0.00%			3,560.00	0.00%		3,560.00	0.00	0.00%
3102	ENGINEERING & ARCHITECTURAL	5,000	44,500	42,878.30	3.64%	3,264.00	0.00	39,614.30	10.98%	1,100.00	43,978.30	521.70	1.17%
3103	LEGAL SERVICES	2,500	6,000	3,115.00	48.08%	304.00	0.00	2,811.00	53.15%		3,115.00	2,885.00	48.08%
3104	PROGRAM PRESENTERS	5,500	5,500	1,276.50	76.79%		0.00	1,276.50	76.79%	250.00	1,526.50	3,973.50	72.25%
3105	TEMPORARY HELP SERVICES	47,000	46,000	6,334.34	86.23%	1,218.79	0.00	5,115.55	88.88%		6,334.34	39,665.66	86.23%
3106	OTHER PROFESSIONAL SERVICES	8,000	11,440	8,368.92	26.85%	72.51	0.00	8,296.41	27.48%	2,697.86	11,066.78	373.22	3.26%
	TOTAL PROFESSIONAL SERVICES	105,000	117,000	65,533.06	43.99%	4,859.30	0.00	60,673.76	48.14%	4,047.86	69,580.92	47,419.08	40.53%
3201	TELEPHONE SERVICE	85,000	83,000	38,414.57	53.72%	1,030.72	0.00	37,383.85	54.96%		38,414.57	44,585.43	53.72%
3202	POSTAGE & SHIPPING	58,000	58,000	31,068.33	46.43%	35.84	0.00	31,032.49	46.50%	9,000.00	40,068.33	17,931.67	30.92%
3203	TRAVEL & MEETINGS	26,000	26,000	14,149.89	45.58%		0.00	14,149.89	45.58%		14,149.89	11,850.11	45.58%
3204	RECRUITING	4,500	4,500	2,513.15	44.15%		0.00	2,513.15	44.15%	280.00	2,793.15	1,706.85	37.93%
3205	TRAINING & DEVELOPMENT	15,000	15,000	4,627.50	69.15%		0.00	4,627.50	69.15%		4,627.50	10,372.50	69.15%
	COMMUNICATION & TRANSPORTATION	188,500	186,500	90,773.44	51.33%	1,066.56	0.00	89,706.88	51.90%	9,280.00	100,053	86,447	46.35%
3301	PUBLICATION OF LEGAL NOTICES	700	700	96.04	86.28%		0.00	96.04	86.28%	0.00	96.04	603.96	86.28%
3302	OUTSIDE VENDOR PRINTING	9,000	9,000	5,740.87	36.21%	225.00	0.00	5,515.87	38.71%	261.00	6,001.87	2,998.13	33.31%
	TOTAL PUBLICATION & PRINTING	9,700	9,700	5,836.91	39.83%	225.00	0.00	5,611.91	42.15%	261.00	6,097.91	3,602.09	37.13%
3401	INSURANCE	110,000	110,000	26,902.00	75.54%	3,634.00	0.00	23,268.00	78.85%		26,902.00	83,098.00	75.54%
	TOTAL INSURANCE	110,000	110,000	26,902.00	75.54%	3,634.00	0.00	23,268.00	78.85%	0.00	26,902.00	83,098.00	75.54%
3501	NATURAL GAS	92,600	92,600	53,783.28	41.92%		0.00	53,783.28	41.92%		53,783.28	38,816.72	41.92%
3502	ELECTRICITY	272,000	272,000	140,341.95	48.40%		0.00	140,341.95	48.40%		140,341.95	131,658.05	48.40%
3503	WATER & SEWER	9,000	9,000	3,065.60	65.94%		0.00	3,065.60	65.94%	0.00	3,065.60	5,934.40	65.94%
3504	TRASH DISPOSAL	6,400	6,400	3,177.00	50.36%		0.00	3,177.00	50.36%	3,162.00	6,339.00	61.00	0.95%
	TOTAL UTILITY SERVICES	380,000	380,000	200,367.83	47.27%	0.00	0.00	200,367.83	47.27%	3,162.00	203,529.83	176,470.17	46.44%
3601	BUILDING REPAIR & MAINTENANCE	80,000	56,000	17,815.77	68.19%	139.39	0.00	17,676.38	68.44%	3,685.00	21,500.77	34,499.23	61.61%
3602	HVAC SERVICE	17,000	26,000	18,538.61	28.70%	1,953.50	0.00	16,585.11	36.21%	1,912.62	20,451.23	5,548.77	21.34%
3603	LANDSCAPING SERVICE	16,000	16,000	3,172.54	48.92%	0.00	418.00	8,590.54	46.31%	6,537.03	15,127.57	872.43	5.45%
3604	COMPUTER MAINTENANCE	135,000	135,000	66,443.66	50.78%	23,993.40	(21.01)	42,427.25	68.57%	51,953.00	118,375.65	16,624.35	12.31%
3605	COPIER SERVICE	25,000	25,000	17,187.90	31.25%	1,800.00	0.00	15,387.90	38.45%	7,242.00	24,429.90	570.10	2.28%
3606	VEHICLE SERVICE	23,000	23,000	9,762.01	57.56%	61.25	0.00	9,700.76	57.82%	1,253.87	11,015.88	11,984.12	52.10%
3607	OTHER EQUIPMENT SERVICE	50,000	65,000	38,635.11	40.56%	1,401.13	0.00	37,233.98	42.72%	15,840.31	54,475.42	10,524.58	16.19%
	TOTAL REPAIRS & MAINTENANCE	346,000	346,000	176,555.50	48.97%	29,350.67	396.99	147,601.92	57.34%	88,423.83	265,376.42	80,623.58	23.30%
3701	REAL ESTATE RENTAL/LEASING	2,700	2,700	1,380.00	48.89%		0.00	1,390.00	48.89%	1,150.00	2,530.00	170.00	6.30%
3702	EQUIPMENT RENTAL/LEASING	44,000	50,000	26,049.57	47.90%	1,466.24	0.00	24,583.33	50.83%	20,996.73	47,046.30	2,953.70	5.91%
	LEASING & RENTALS	46,700	52,700	27,429.57	47.95%	1,466.24	0.00	25,963.33	50.73%	22,146.73	49,576.30	3,123.70	5.93%

June-- [illegible]UDITED
ER-0688[illegible]

INTERNAL BUDGETARY STATEMENT--GE[illegible] FUND ONLY
FOR THE YEAR-TO-DATE ENDED June [illegible], 1988

GL#	CATEGORY	1988 APPROPRIATION ADVERTISED	1988 APPROPRIATION CURRENT	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/87 +	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 6/30/88 -	ACCRUAL BASIS YEAR-TO-DATE ACTUAL	ACCRUAL BASIS PERCENT REMAINING	ENCUMBRANCE BASIS OPEN ENCUMBRANCES	ENCUMBRANCE BASIS YEAR-TO-DATE ENCUMBERED	ENCUMBRANCE BASIS UNENCUMBERED BALANCE	ENCUMBRANCE BASIS PERCENT REMAINING
3901	DUES & MEMBERSHIPS	6,900	7,200	7,089.74	1.53%		0.00	7,089.74	1.53%		7,089.74	110.26	1.53%
3902	INTEREST ON TEMPORARY LOANS	50,000	50,000	7,795.48	84.41%		0.00	7,795.48	84.41%		7,795.48	42,204.52	84.41%
3903	TAXES & ASSESSMENTS	3,300	3,300	1,420.52	56.95%		0.00	1,420.52	56.95%		1,420.52	1,879.48	56.95%
3904	TRANSFER TO LIRF FUND	0	0	0.00			0.00	0.00			0.00	0.00	
3905	MATERIALS CONSERVATION SERVICE	50,000	44,000	17,038.86	61.28%	1,425.14	0.00	15,613.72	64.51%		17,038.86	26,961.14	61.28%
3906	COMPUTER SERVICES	110,000	110,000	61,552.73	44.04%	2,846.40	0.00	58,706.33	46.63%	6,294.95	67,847.68	42,152.32	38.32%
	TOTAL MISCELLANEOUS SERVICES	220,200	214,500	94,897.33	55.75%	4,271.54	0.00	90,625.79	57.75%	6,294.95	101,192.28	113,307.72	52.82%
	TOTAL OTHER SERVICES & CHARGES	1,406.100	1,416,400	688,295.74	51.41%	44,873.31	396.99	643,819.42	54.55%	133,616.37	822,309.10	594,090.90	41.94%
	*** CAPITAL OUTLAYS ***												
4401	FURNITURE & EQUIPMENT	222,710	87,710	24,398.62	72.18%	1,905.52	0.00	22,493.10	74.36%	62,795.02	87,193.64	516.36	0.59%
4403	COMPUTER EQUIPMENT	10,000	10,000	6,932.24	30.68%		0.00	6,932.24	30.68%	1,049.00	7,981.24	2,018.76	20.19%
4405	TELEVISION EQUIPMENT	10,000	10,000	0.00	100.00%		0.00	0.00	100.00%		0.00	10,000.00	100.00%
4407	VEHICLES	30,000	30,000	10,095.04	66.35%		0.00	10,095.04	66.35%		10,095.04	19,904.96	66.35%
4409	BUILDINGS	0	135,000	109,304.23	19.03%		0.00	109,304.23	19.03%	18,405.77	127,710.00	7,290.00	5.40%
4411	LAND	0	0	0.00			0.00	0.00			0.00	0.00	
	GENERAL FIXED ASSETS	272,710	272,710	150,730.13	44.73%	1,905.52	0.00	148,824.61	45.43%	82,249.79	232,979.92	39,730.08	14.57%
4510	BOOKS	1,431,895	1,391,895	492,592.55	64.61%	41,018.99	0.00	451,573.56	67.56%	162,149.73	654,742.28	737,152.72	52.96%
4520	PERIODICALS	200,000	200,000	46,523.97	76.74%	3,459.40	0.00	43,064.57	78.47%	3,025.68	49,549.65	150,450.35	75.23%
4530	NON-PRINT MATERIALS	160.000	160,000	41,771.35	73.89%	3,502.19	0.00	38,269.16	76.06%	30,438.38	72,269.73	87,790.27	54.87%
	TOTAL LIBRARY MATERIALS	1,791.895	1,751,895	580,887.87	66.94%	47,980.58	0.00	532,907.29	69.58%	195,613.79	776,501.66	975,393.34	55.68%
	TOTAL CAPITAL OUTLAYS	2,064,605	2,024,605	731,618.00	63.86%	49,886.10	0.00	681,731.90	66.33%	277,863.58	1,009,481.58	1,015,123.42	50.14%
	TOTAL EXPENDITURES	7,890,000	7,890,000	3,626,682.49	54.03%	256,886.82	175,314.38	3,545,110.05	55.07%	428,227.64	4,230,224.51	3,659,775.49	46.38%
	EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(679,428)	(679,428)	24,746.84		(256,910.82)	(175,314.38)	166,343.28		(428,227.64)	(4,230,224.51)	(3,659,775.49)	

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UNAUDI[illegible]
JUNE 88
COMRE068

ALLEN COUNTY PUBLIC LIBRARY
COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES--
ALL GOVERNMENTAL FUND TYPES AND EXPENDABLE TRUST FUNDS
FOR THE YEAR-TO-DATE ENDED JUNE 30, 1988

	GOVERNMENTAL FUND TYPES				FIDUCIARY FUND TYPE	TOTALS (MEMORANDUM ONLY)	
	GENERAL	SPECIAL REVENUE	DEBT SERVICE	CAPITAL PROJECTS	EXPENDABLE TRUST	YEAR-TO-DATE JUNE 30, 1988	YEAR-TO-DATE JUNE 30, 1987
REVENUES:							
AUTO EXCISE TAX	279,241.82		15,375.25			294,617.07	414,000.00
REAL PROPERTY TAX LEVY	3,053,410.89		168,123.01			3,221,533.90	3,199,920.00
INTANGIBLES TAX	54,242.47		2,986.64			57,229.11	0.00
USER FEES	113,738.83					113,738.83	114,163.84
INTERGOVERNMENTAL REVENUE	36,420.00					36,420.00	80,808.40
PARKING FEES	71,186.05					71,186.05	57,257.84
GIFTS & DONATIONS	2,087.30	6,211.21				8,298.51	2,558.63
INTEREST	21,005.46			62,337.21	43.21	83,385.88	110,346.27
OTHER REVENUES	20,120.51					20,120.51	21,099.42
TOTAL REVENUES	3,651,453.33	6,211.21	186,484.90	62,337.21	43.21	3,906,529.86	4,000,154.40
EXPENDITURES--CURRENT:							
COMPENSATION & BENEFITS	2,063,020.71					2,063,020.71	1,999,314.59
SUPPLIES	156,538.02			762.77		157,300.79	209,724.00
PROFESSIONAL SERVICES	60,673.76			12.00		60,685.76	63,385.83
COMMUNICATION & TRANSPORTATION	95,318.79					95,318.79	88,906.75
INSURANCE	23,268.00					23,268.00	30,023.00
UTILITY SERVICES	200,367.83					200,367.83	185,256.15
REPAIRS & MAINTENANCE	147,601.92			4,708.83		152,310.75	247,074.52
LEASING & MISCELLANEOUS SERVICES	116,589.12	399.41		220,248.77		337,237.30	128,852.20
EXPENDITURES--CAPITAL OUTLAY:							
GENERAL FIXED ASSETS	148,824.61			200,415.77		349,240.38	352,290.67
LIBRARY MATERIALS	532,907.29	2,561.17		25,900.00		561,368.46	669,539.70
EXPENDITURES--DEBT SERVICE:							
PRINCIPAL RETIREMENT			155,000.00			155,000.00	269,251.46
INTEREST CHARGES			27,925.00			27,925.00	127,553.96
TOTAL EXPENDITURES	3,545,110.05	2,960.58	182,925.00	452,048.14	0.00	4,183,043.77	4,371,172.83
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	106,343.28	3,250.63	3,559.90	(389,710.93)	43.21	(276,513.91)	(371,018.43)
OTHER FINANCING SOURCES (USES):							
PROCEEDS OF G. O. BONDS						0.00	
OPERATING TRANSFERS IN						0.00	202,000.00
OPERATING TRANSFERS OUT						0.00	(202,000.00)
TOTAL OTHER FINANCING SOURCES (USES):	0.00	0.00	0.00	0.00	0.00	0.00	0.00
EXCESS OF REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES	106,343.28	3,250.63	3,559.90	(389,710.93)	43.21	(276,513.91)	(371,018.43)
FUND BALANCES-JANUARY 1, 1988	725,223.53	1,715.03	294,264.19	2,272,043.88	3,288.71	3,296,535.34	3,204,423.47
FUND BALANCE ADJUSTMENTS FROM JAN 1	(110.50)	0.00		110.50		0.00	170,142.76
FUND BALANCES-JUNE 30, 1988	831,456.31	4,965.66	297,824.09	1,882,443.45	3,331.92	3,020,021.43	3,003,547.80

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COMBINED BALANCE SHE[illegible]LL FUND TYPES AND ACCOUNT GROUPS
A[illegible]UNE 30, 1988

	GOVERNMENTAL FUND TYPES				FIDUCIARY FUND TYPE	ACCOUNT GROUPS		TOTALS: (MEMORANDUM ONLY)	
	GENERAL	SPECIAL REVENUE	DEBT SERVICE	CAPITAL PROJECTS	TRUST & AGENCY	GENERAL FIXED ASSETS	GENERAL LONG-TERM DEBT	JUNE 30 1988	JUNE 30 1987
ASSETS									
CASH ON DEPOSIT	1,357,607.91	4,965.66	3,559.90	1,126,969.62	3,331.92			2,496,435.01	1,627,679.20
CASH ON HAND	2,507.44							2,507.44	2,669.00
CASH WITH FISCAL AGENT			570.00					570.00	20,995.00
INVESTMENTS AT COST OR AMORTIZED COST				750,000.00				750,000.00	1,100,000.00
TAXES DUE FROM COUNTY GOVERNMENT								0.00	765,920.00
ACCRUED INTEREST				5,473.83				5,473.83	26,546.58
DUE FROM OTHER GOVERNMENTS	737.58							737.58	19,208.60
DUE FROM OTHER FUNDS			293,606.69					293,606.69	0.00
PREPAID EXPENDITURES								0.00	20,186.00
FIXED ASSETS:								0.00	
LAND						1,427,900.48		1,427,900.48	1,427,900.48
BUILDINGS						7,782,544.69		7,782,544.69	7,782,544.69
LESS ACCUMULATED DEPRECIATION						(2,715,184.07)		(2,715,184.07)	-2635834.09
FURNITURE AND EQUIPMENT						5,003,454.32		5,003,454.32	3,481,937.61
LESS ACCUMULATED DEPRECIATION						(3,125,304.83)		(3,125,304.83)	-2642895.62
ACPL LIBRARY COLLECTION						26,302,216.40		26,302,216.40	
AVAILABLE IN DEBT SERVICE FUND							293,606.69	293,606.69	408,620.61
AMOUNT TO BE PROVIDED--RETIREMENT OF L/T DEBT							3,831,393.31	3,831,393.31	3,916,379.29
AMOUNT TO BE PROVIDED--VACATION PAY LIABILITY							232,389.78	232,389.78	217,068.41
TOTAL ASSETS	1,360,852.93	4,965.66	297,736.59	1,882,443.45	3,331.92	34,675,626.99	4,357,389.78	42,582,347.32	15,337,925.86
LIABILITIES & FUND EQUITY									
LIABILITIES:								0.00	
								0.00	
ACCOUNTS PAYABLE	396.99			0.00				396.99	89,082.40
TEMPORARY LOANS/FINANCING	0.00							0.00	0.00
ACCRUED WAGES & BENEFITS	174,917.39						232,389.78	407,307.17	358,209.49
UNREMITTED WITHHOLDINGS	35,201.00							35,201.00	32,336.85
RECORD DEPOSITS PAYABLE	25,274.55							25,274.55	25,399.55
DUE TO OTHER FUNDS	293,606.69							293,606.69	0.00
DUE TO OTHERS	0.00							0.00	0.00
MATURED BONDS PAYABLE								0.00	150,000.00
MATURED INTEREST PAYABLE			(87.50)					(87.50)	141,697.50
GENERAL OBLIGATION BONDS PAYABLE							4,125,000.00	4,125,000.00	4,325,000.00
TOTAL LIABILITIES	529,395.62	0.00	(87.50)	0.00	0.00	0.00	4,357,389.78	4,886,698.90	5,121,724.99
FUND EQUITY:								0.00	
INVESTMENT IN GENERAL FIXED ASSETS						34,675,626.99		34,675,626.99	7,212,653.07
FUND BALANCES:								0.00	
RESERVED FOR ENCUMBRANCES	428,227.64	970.09		1,583,342.24				2,012,539.97	2,210,735.93
RESERVED FOR PREPAID ITEMS								0.00	20,186.00
RESTRICTED-SPECIAL REVENUE		3,995.57						3,995.57	1,773.67
DESIGNATED FOR DEBT SERVICE			297,824.09					297,824.09	137,918.11
UNDESIGNATED	403,228.67	0.00		299,101.21	3,331.92			705,661.80	632,934.19
TOTAL FUND EQUITY	831,456.31	4,965.66	297,824.09	1,882,443.45	3,331.92	34,675,626.99	0.00	37,695,648.42	10,216,200.87
TOTAL LIABILITIES & FUND EQUITY	1,360,852.93	4,965.66	297,736.59	1,882,443.45	3,331.92	34,675,626.99	4,357,389.78	42,582,347.32	15,337,925.86

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

July 28, 1988	)	
	)	
A RESOLUTION TO APPROVE THE LIBRARY	)	
BUDGET ESTIMATE FOR THE GENERAL FUND	)	No. 1988-19
FOR THE CALENDAR YEAR ENDING	)	
DECEMBER 31, 1989	)	

RESOLVED, By the Board of Library Trustees, Allen County Public Library, Allen County, Indiana, that the Library Budget Estimate for the General Fund for the Calendar Year Ending December, 1989 as contained in the following Library Budget Form No. 1 and appended schedules consisting of four pages, and aggregating $8,343,700 is hereby approved, as witnessed by the signatures of the Board of Library Trustees affixed thereto this 28th day of July, 1988.

Adopted this 28th day of July, 1988

Mary M. Koehlinger

Mary M. Koehlinger, President

Jack M. Carmean

~~Charles E. Coleman~~, ~~Secretary~~
Jack M. Carmean, Secretary Pro Tempore

Prescribed by State Board of Accounts

Library Budged Form No. 1 (Rev. 1982)

RESOLUTION NO. 1988-19

LIBRARY BUDGET ESTIMATE

For The Calendar Year Ending December 31, 1989

Allen Co. Public Library

Allen County

Prepare a separate estimate for each fund. General FUND	Items	Total Estimate	Approved
1 Personal Services			
Salaries and Wages			
Salary of Librarian			
Salary of Assistants			
Salary of Treasurer			
Wages of Janitors			
Employee Benefits			
Employer's Share - F.I.C.A.			
Unemployment Compensation			
Employer's Contribution - P.E.R.F.			
Employer's Contribution - Group Insurance			
Sick Pay			
Other Employee Benefits			
Other Personal Services			
Total Personal Services		4,631,400	
2. Supplies			
Office Supplies			
Official Records			
Stationery and Printing			
Other Office Supplies			
Operating Supplies			
Cleaning and Sanitation Supplies			
Fuel, Oil and Lubricants			
Other Operating Supplies			
Repair and Maintenance Supplies			
Building Materials and Supplies			
Paint and Painting Supplies			
Repair Parts			
Other Repair and Maintenance Supplies			
Other Supplies			
Total Supplies		270,000	
3. Other Services and Charges			
Professional Services			
Consulting Services			
Engineering and Architectural Services			
Legal Services			
Other Professional Services			
Communication and Transportation			
Telephone and Telegraph			
Postage			
Traveling Expense			
Professional Meetings			
Freight and Express			
Printing and Advertising			
Advertising and Publication of Notices			
Printing, Other Than Office Supplies			
Insurance			
Official Bonds			
Other Insurance			

3. Other Services and Charges (continued)	Items	Total Estimate	Approved
Utility Services			
Gas			
Electricity			
Water			
Waste Disposal Services			
Repairs and Maintenance			
Buildings and Structures			
Equipment			
Rentals			
Real Estate			
Equipment			
Debt Service			
Payment of Bonds			
Interest - Bonds			
Other			
Dues			
Interest on Temporary Loans			
Taxes and Assessments			
Transfer to Library Improvement Reserve Fund			
Total Other Services and Charges		1,477,300	
4. Capital Outlays			
Land			
Buildings			
Improvements Other Than Buildings			
Furniture and Equipment			
Other Capital Outlays			
Books			
Periodicals and Newspapers			
Nonprinted Materials (Microforms & Audio-visuals)			
Total Capital Outlays		1,965,000	
Fund Total		8,343,700	

We hereby certify that the foregoing is true and fair estimate of the necessary expense of the Allen Co. Public Library for the calendar year 1989 for the purposes therein specified.

Date this 28th day of July 1988

Members of Library Board

Members of Library Board

A.E. BOYCE CO., MUNCIE, IND. 0763

RESOLUTION NO. 1988-19

ALLEN COUNTY PUBLIC LIBRARY

LIBRARY BUDGET ESTIMATE FOR 1989
GENERAL FUND

1000	PERSONAL SERVICES	
1100	SALARIES	
1101	TIME WORKED	2,689,200
1102	OVERTIME	3,000
1103	VACATION	160,000
1104	SICK PAY	58,000
1105	DISABILITY PAY	9,000
1106	HOLIDAY PAY	70,000
1107	JURY DUTY	300
1108	DEATH IN FAMILY	2,500
1109	TRAVEL/MEETINGS	40,000
1110	SUNDAY PREMIUM	14,000
1111	TAXABLE FRINGE BENEFITS	0
1112	RELOCATION	4,000
	TOTAL 1100	3,050,000
1200	HOURLY WAGES	
1201	TIME WORKED	782,400
1202	OVERTIME	1,500
1203	VACATION	28,000
1204	SICK PAY	2,000
1205	DISABILITY PAY	1,000
1206	HOLIDAY PAY	15,000
1207	JURY DUTY	100
1208	DEATH IN FAMILY	500
1209	TRAVEL/MEETINGS	1,500
1210	MISCELLANEOUS	0
	TOTAL 1200	832,000
1300	SUMMER WAGES	
1301	TIME WORKED	80,000
1302	OVERTIME	0
	TOTAL 1300	80,000
1400	SHORT-TERM ACPL STAFF	
1401	TIME WORKED	22,000
1402	OVERTIME	0
	TOTAL 1400	22,000
1500	EMPLOYER PAID BENEFITS	
1501	EMPLOYER FICA	300,000
1502	UNEMPLOYMENT REIMBURSEMENT	5,400
1503	EMPLOYER PERF	138,000
1504	GROUP INSURANCE	204,000
	TOTAL 1500	647,400

TOTAL 1000 PERSONAL SERVICES		4,631,400
2000 SUPPLIES		
2100 OFFICE SUPPLIES		
2101	OFFICE SUPPLIES	48,000
	TOTAL 2100	48,000
2200 OPERATING SUPPLIES		
2201	CLEANING SUPPLIES	16,000
2202	VEHICLE FUEL	13,000
2203	HEATING OIL	10,000
2204	COPIER SUPPLIES	32,000
2205	LIBRARY MATERIALS SUPPLIES	34,000
2207	CRAFT SUPPLIES	4,500
2209	PROGRAMMING SUPPLIES	5,000
2210	PRINTING SUPPLIES	35,000
2211	OPERATING SUPPLIES N.E.C.	45,000
	TOTAL 2200	194,500
2300 REPAIR & MAINTENANCE SUPPLIES		
2301	MAINTENANCE SUPPLIES	17,500
2302	REPAIR PARTS	10,000
	TOTAL 2300	27,500
TOTAL 2000 SUPPLIES		270,000
3000 OTHER SERVICES & CHARGES		
3100 PROFESSIONAL SERVICES		
3101	CONSULTING	1,000
3102	ENGINEERING & ARCH. SERVICES	2,000
3103	LEGAL SERVICES	4,000
3104	PROGRAM PRESENTERS	4,000
3105	TEMPORARY HELP SERVICES	35,000
3106	OTHER PROFESSIONAL SERVICES	8,000
	TOTAL 3100	54,000
3200 COMMUNICATION & TRANSP. SERV.		
3201	TELEPHONE SERVICE	88,000
3202	POSTAGE & SHIPPING	64,000
3204	RECRUITING	4,500
3206	TRAVEL & TRAINING	37,000
	TOTAL 3200	193,500
3300 PRINTING & ADVERTISING		
3301	PUBLICATION OF LEGAL NOTICES	700
3302	PRINTING OTHER THAN OFC. SUPP.	9,000
	TOTAL 3300	9,700
3400 INSURANCE		

3401	INSURANCE	115,000
	TOTAL 3400	115,000
3500	UTILITY SERVICES	
3501	NATURAL GAS	94,000
3502	ELECTRICITY	285,000
3503	WATER & SEWER	9,500
3504	TRASH DISPOSAL	6,600
	TOTAL 3500	395,100
3600	REPAIRS & MAINTENANCE	
3601	BUILDING & STRUCTURES REPAIR	180,000
3602	HVAC SERVICES	20,000
3603	LANDSCAPING SERVICES	17,000
3604	COMPUTER MAINTENANCE	135,000
3605	COPIER SERVICES	26,000
3606	VEHICLE SERVICES	23,000
3607	OTHER EQUIPMENT SERVICES	55,000
	TOTAL 3600	456,000
3700	RENTALS	
3701	REAL ESTATE RENTAL	3,000
3702	EQUIPMENT RENTAL/LEASING	45,000
	TOTAL 3700	48,000
3800	DEBT SERVICE	
3801	LONG-TERM DEBT PRINCIPAL	0
3802	INTEREST ON LONG-TERM DEBT	0
	TOTAL 3800	0
3900	MISC. SERVICES & CHARGES	
3901	DUES & MEMBERSHIPS	7,500
3902	INTEREST ON TEMPORARY LOANS	50,000
3903	TAXES & ASSESSMENTS	3,500
3904	TRANSFER TO LIRF	0
3905	MATERIALS CONSERVATION SERV.	30,000
3906	COMPUTER SERVICES	115,000
3907	OTHER	0
	TOTAL 3900	206,000
TOTAL 3000	OTHER SERVICES & CHARGES	1,477,300
4000	CAPITAL OUTLAYS	
4400	EXP. FOR GEN. FIXED ASSETS	
4401	FURNITURE & EQUIPMENT	100,000
4403	COMPUTER EQUIPMENT	10,000
4405	TELEVISION EQUIPMENT	20,000
4407	VEHICLES	20,000
4409	BUILDINGS	0
4411	LAND	0
	TOTAL 4400	150,000

4500	EXP. FOR LIBRARY COLLECTION	
4510	BOOKS	1,400,000
4520	PERIODICALS	235,000
4530	NON-PRINT MATERIALS	180,000
	TOTAL 4500	1,815,000
TOTAL 4000 CAPITAL OUTLAYS		1,965,000
TOTAL BUDGET		8,343,700

Prescribed by State Board of Accounts | Library Budget Form No. 2 (Rev. 1985)

506			5	
ID	YEAR	CO	TYPE	KEY

Allen County Public LIBRARY Allen County

ESTIMATE OF MISCELLANEOUS REVENUES
FROM SOURCES OTHER THAN GENERAL PROPERTY TAXES
FOR USE IN PREPARATION OF ESTIMATE OF FUNDS TO BE RAISED 19 89

PREPARE SEPARATE ESTIMATE FOR EACH FUND

General FUND

SOURCE OF RECEIPTS	ESTIMATED AMOUNTS TO BE RECEIVED -A- July 1, 1988 to Dec. 31. 1988	-X- State Board of Tax Commissioners	-B- Jan. 1, 1989 to Dec. 31, 1989	-X- State Board of Tax Commissioners
SPECIAL TAXES:				
0201 Intangibles Tax - Banks & Building and Loan	46,106		100,348	
0202 License Excise Tax	418,863		698,105	
0203 CAGIT Certified Shares				
0204 CAGIT Property Tax Replacement Credit			XXXXXXXXXX	
0212 County Option Income Tax (COIT)				
OTHER REVENUE:				
1515 State Distribution	46,601		46,601	
4100 Fines and Fees	57,000		114,000	
2717 Photocopy Fees	56,000		112,000	
6101 Income From Trusts	–		–	
6100 Interest on Investments	11,000		22,000	
2716 County Contractual Library				
1418 Library Service Authority				
2705 Township Contracts (List)				
Parking	71,000		142,000	
Lost/Damaged Mat.	3,500		9,000	
Research Services	2,500		7,000	
Refunds & Discounts				
6400 Gifts and Bequests	500		1,000	
1419 Operating Grants (Specify Source)				
City-Cable TV	103,171		–	
Talking Books	18,000		38,000	
B.A.S.E.	500		2,500	
State Student Asst.	17,000		10,000	
0 Capital Grants (Specify Source)				
Reciprocal Borrowing	–		4,500	
M.U.R.L.	–		12,000	
5207 Transfer From Operating Fund (For LIRF Only)				
6200 Rental of Property Service Center	4,800		9,600	
5101 Sale of Property				
9999 Total Columns A and B	856,541		1,328,654	

NOTE: Col. A is for the period from July 1 to December 31 of the present year.
Col. B is for the period from January 1 to December 31 of the incoming year.
Cols. X are reserved for the State Board of Tax Commissioners adjustments.

503
ID YEAR CO TYPE KEY FUND

BUDGET ESTIMATE - FINANCIAL STATEMENT - PROPOSED TAX RATE

UNIT ON APPEAL [ ] TAXING UNIT Allen County Public Library COUNTY Allen

FUND General NET ASSESSED VALUATION 1,577,119,730 | 0 | 5 |

(This form is to be prepared for each fund that requires either a tax rate or an appropriation.)

(NOT TO BE PUBLISHED)

FUNDS REQUIRED FOR EXPENSES TO DECEMBER 31st OF INCOMING YEAR:	AMOUNTS USED TO COMPUTE PUBLISHED BUDGET	APPROPRIATING BODY	TAX ADJUSTMENT BOARD	CONTROL BOARD AND STATE TAX BOARD FINAL ACTION
1. Total budget estimate for incoming year	8,343,700	8,343,700		
2. Necessary expenditures, July 1 to December 31 of present year, to be made from appropriation unexpended	4,263,318	4,263,318		
3. Additional appropriation necessary to be made July 1 to December 31 of present year	103,171	103,171		
4. Outstanding temporary loans to be paid not included in lines 2 or 3	–	–		
5. Total funds required (add lines 1, 2, 3 and 4)	12,710,189	12,710,189		
FUNDS ON HAND AND TO BE RECEIVED FROM SOURCES OTHER THAN PROPOSED TAX LEVY:				
6. Actual balance, June 30 of present year	1,360,115	1,360,115		
7. Taxes to be collected, present year (December Settlement)	2,792,059	2,792,059		
8. Miscellaneous revenue to be received July 1 of present year to December 31 of incoming year (Schedule on File):				
a. Total Column A Budget Form 2	856,541	856,541		
b. Total Column B Budget Form 2	1,328,654	1,328,654		
9. Total Funds (add lines 6, 7, 8a and 8b)	6,337,369	6,337,369		
10. Net amount to be raised for expenses to December 31st of incoming year (deduct line 9 from line 5)	6,372,820	6,372,820		
11. Operating balance (not in excess of expense January 1st to June 30, less miscellaneous revenue for same period)	700,000	700,000		
12. Amount to be raised by tax levy (add lines 10 and 11)	7,072,820	7,072,820		
13. Property Tax Replacement Credit from Local Option Tax				
14. NET AMOUNT TO BE RAISED BY TAX LEVY (deduct line 13 from line 12)				
15. Levy Excess Fund Applied to Current Budget	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	
16. Net Amount to be Raised				
17. Net Tax Rate on Each One Hundred Dollars of Taxable Property	.4485	.4485		

Note: Please be sure total of amounts in lines 2, 3 and 4 do not exceed total amounts in lines 6, 7 and 8a.

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

July 28, 1988	)	
	)	
A RESOLUTION TO APPROVE THE LIBRARY	)	
BUDGET ESTIMATE FOR THE BOND AND	)	No. 1988-20
INTEREST REDEMPTION FUND FOR THE	)	
CALENDAR YEAR ENDING DECEMBER 31, 1989	)	

RESOLVED, By the Board of Library Trustees, Allen County Public Library, Allen County, Indiana, that the Library Budget Estimate for the Bond and Interest Redemption Fund for the Calendar Year Ending December 31, 1989 as contained in the following Library Budget Form. No. 1 and aggregating $1,448,143 is hereby approved, as witnessed by the signatures of the Board of Library Trustees affixed thereto this 28th day of July, 1988.

Adopted this 28th day of July, 1988.

Mary M. Koehlinger

Mary M. Koehlinger, President

Jack M. Carmean

~~Charles E. Coleman~~, ~~Secretary~~
Jack M. Carmean, Secretary Pro Tempore

RESOLUTION NO. 1988-20

LIBRARY BUDGET ESTIMATE

For The Calendar Year Ending December 31, 1989

Allen Co. Public Library

Allen County

Prepare a separate estimate for each fund.

Bond & Interest Redemption FUND

	Items	Total Estimate	Approved
1 Personal Services			
Salaries and Wages			
Salary of Librarian			
Salary of Assistants			
_____			
_____			
_____			
_____			
Salary of Treasurer			
Wages of Janitors			
Employee Benefits			
Employer's Share - F.I.C.A.			
Unemployment Compensation			
Employer's Contribution - P.E.R.F.			
Employer's Contribution - Group Insurance			
Sick Pay			
Other Employee Benefits			
Other Personal Services			
_____			
_____			
Total Personal Services			
2. Supplies			
Office Supplies			
Official Records			
Stationery and Printing			
Other Office Supplies			
Operating Supplies			
Cleaning and Sanitation Supplies			
Fuel, Oil and Lubricants			
Other Operating Supplies			
Repair and Maintenance Supplies			
Building Materials and Supplies			
Paint and Painting Supplies			
Repair Parts			
Other Repair and Maintenance Supplies			
Other Supplies			
_____			
_____			
Total Supplies			
3. Other Services and Charges			
Professional Services			
Consulting Services			
Engineering and Architectural Services			
Legal Services			
Other Professional Services			
Communication and Transportation			
Telephone and Telegraph			
Postage			
Traveling Expense			
Professional Meetings			
Freight and Express			
_____			
_____			
_____			
Printing and Advertising			
Advertising and Publication of Notices			
Printing, Other Than Office Supplies			
Insurance			
Official Bonds			
Other Insurance			

3. Other Services and Charges (continued)	Items	Total Estimate	Approved
Utility Services			
Gas			
Electricity			
Water			
Waste Disposal Services			
Repairs and Maintenance			
Buildings and Structures			
Equipment			
Rentals			
Real Estate			
Equipment			
Debt Service			
Payment of Bonds	635,000		
Interest - Bonds	813,143	1,448,143	
Other			
Dues			
Interest on Temporary Loans			
Taxes and Assessments			
Transfer to Library Improvement Reserve Fund			
Total Other Services and Charges		1,448,143	
4. Capital Outlays			
Land			
Buildings			
Improvements Other Than Buildings			
Furniture and Equipment			
Other Capital Outlays			
Books			
Periodicals and Newspapers			
Nonprinted Materials (Microforms & Audio-visuals)			
Total Capital Outlays			
Fund Total		1,448,143	

We hereby certify that the foregoing is true and fair estimate of the necessary expense of the Allen County Public Library

Library for the calendar year 19 89 for the purposes therein specified.

Date this 28th day of July 19 88

Patricia E. Ripley

Dean McMahan

Mary M. Loehringer

A. Philip Andacht

Members of Library Board

Members of Library Board

A.E. BOYCE CO., MUNCIE, IND. 0963

Prescribed by State Board of Accounts

Library Budget Form No. 2 (Rev. 1985)

506			5	
ID	YEAR	CO	TYPE	KEY

Allen County Public LIBRARY Allen County

ESTIMATE OF MISCELLANEOUS REVENUES FROM SOURCES OTHER THAN GENERAL PROPERTY TAXES FOR USE IN PREPARATION OF ESTIMATE OF FUNDS TO BE RAISED 19 89

PREPARE SEPARATE ESTIMATE FOR EACH FUND

Bond & Interest Redemption (Debt Service) FUND

SOURCE OF RECEIPTS	ESTIMATED AMOUNTS TO BE RECEIVED -A- July 1, 19 88 to Dec. 31. 1988	-X- State Board of Tax Commissioners	-B- Jan. 1, 19 89 to Dec. 31, 19 89	-X- State Board of Tax Commissioners
SPECIAL TAXES:				
0201 Intangibles Tax - Banks & Building and Loan	2,539		5,526	
0202 License Excise Tax	23,063		38,438	
0203 CAGIT Certified Shares				
0204 CAGIT Property Tax Replacement Credit			XXXXXXXXXX	
0212 County Option Income Tax (COIT)				
OTHER REVENUE:				
1515 State Distribution				
4100 Fines and Fees				
2717 Photocopy Fees				
6101 Income From Trusts				
6100 Interest on Investments				
2716 County Contractual Library				
1418 Library Service Authority				
2705 Township Contracts (List)				
6400 Gifts and Bequests				
1419 Operating Grants (Specify Source)				
420 Capital Grants (Specify Source)				
5207 Transfer From Operating Fund (For LIRF Only)				
6200 Rental of Property				
5101 Sale of Property				
9999 Total Columns A and B	25,602		43,964	

NOTE: Col. A is for the period from July 1 to December 31 of the present year.
Col. B is for the period from January 1 to December 31 of the incoming year.
Cols. X are reserved for the State Board of Tax Commissioners adjustments.

503 ____ ____ ____ ____ ____
ID YEAR CO TYPE KEY FUND

BUDGET ESTIMATE - FINANCIAL STATEMENT - PROPOSED TAX RATE

UNIT ON APPEAL [ ] TAXING UNIT Allen County Public Library COUNTY Allen

FUND Bond & Interest Redemption NET ASSESSED VALUATION 1,577,119,730 [0 5]

(This form is to be prepared for each fund that requires either a tax rate or an appropriation.)

(NOT TO BE PUBLISHED)

FUNDS REQUIRED FOR EXPENSES TO DECEMBER 31st OF INCOMING YEAR:	AMOUNTS USED TO COMPUTE PUBLISHED BUDGET	APPROPRIATING BODY	TAX ADJUSTMENT BOARD	CONTROL BOARD AND STATE TAX BOARD FINAL ACTION
1. Total budget estimate for incoming year	1,448,143	1,448,143		
2. Necessary expenditures, July 1 to December 31 of present year, to be made from appropriation unexpended	150,900	150,900		
3. Additional appropriation necessary to be made July 1 to December 31 of present year	–	–		
4. Outstanding temporary loans to be paid not included in lines 2 or 3	–	–		
5. Total funds required (add lines 1, 2, 3 and 4)	1,599,043	1,599,043		
FUNDS ON HAND AND TO BE RECEIVED FROM SOURCES OTHER THAN PROPOSED TAX LEVY:				
6. Actual balance, June 30 of present year	297,166	297,166		
7. Taxes to be collected, present year (December Settlement)	153,733	153,733		
8. Miscellaneous revenue to be received July 1 of present year to December 31 of incoming year (Schedule on File):				
a. Total Column A Budget Form 2	25,602	25,602		
b. Total Column B Budget Form 2	43,964	43,964		
9. Total Funds (add lines 6, 7, 8a and 8b)	520,465	520,465		
10. Net amount to be raised for expenses to December 31st of incoming year (deduct line 9 from line 5)	1,078,578	1,078,578		
11. Operating balance (not in excess of expense January 1st to June 30, less miscellaneous revenue for same period)	726,140	726,140		
12. Amount to be raised by tax levy (add lines 10 and 11)	1,804,718	1,804,718		
13. Property Tax Replacement Credit from Local Option Tax				
14. NET AMOUNT TO BE RAISED BY TAX LEVY (deduct line 13 from line 12)	1,804,718	1,804,718		
15. Levy Excess Fund Applied to Current Budget	XXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXX	
16. Net Amount to be Raised				
17. Net Tax Rate on Each One Hundred Dollars of Taxable Property	.1144	.1144		

Note: Plea[illegible]e sure total of amounts in line 2, 3 and 4 do not exceed t[illegible] amounts in lines 6, 7 and 8a.

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

July 28, 1988	)	
	)	
A RESOLUTION TO PUBLISH A NOTICE	)	
TO TAXPAYERS OF BUDGET ESTIMATES	)	No. 1988-21
AND TAX RATES	)	

RESOLVED, By the Board of Library Trustees, Allen County Public Library, Allen County, Indiana, that the following Notice to Taxpayers of Budget Estimates and Tax Rates, consisting of one page, is hereby ordered to be published, according to law.

Adopted this 28th day of July, 1988.

Mary M. Koehlinger

Mary M. Koehlinger, President

~~Charles E. Coloman~~, ~~Secretary~~
Jack M. Carmean, Secretary Pro Tempore

escribed by State Board of Accounts

Library Budget Form 3 (Rev. 1982)

RESOLUTION NO. 1988-21

NOTICE TO TAXPAYERS OF BUDGET ESTIMATES AND TAX RATES

In the matter of determining the tax rates for certain purposes by the brary Board of Allen County Public Library Allen County, Indiana. } Before the Library Board

otice is hereby given to taxpayers of Allen County Public Library Allen County, Indiana, that the proper officers of said Library will conduct a public hearing at Main Library,) Webster St.Ft.Wayne, Indiana on the 19 89 Budget at 2:00 p.m. on August 17, 19 88. Follow- g this meeting, the aforementioned officers of said Library, will meet at Main Library, 900 Webster St.Ft.Wayne, diana at 3:00 p.m. on August 25, 1988 to adopt the following Budget:

BUDGET ESTIMATES AND TAX RATES

JNDS	BUDGET ESTIMATE	ESTIMATE OF FUNDS TO BE RAISED	PROPERTY TAX REPLACEMENT CREDIT	NET TAX RATE
brary Operating Fund	$ 8,343,700	$ 7,072,820	$	$ .4485
ary Improvement Reserve Fund		xxxxxxxxxxxx	xxxxxxxxxxxx	xxxxxxxxxxxx
ond and Interest Redemption Fund	1,448,143	1,804,718		.1144
Fund				
Fund				
Fund				
Fund				
Fund				
otals	$ 9,791,843	$ 8,877,538	$	$ .5629

Taxpayers appearing shall have a right to be heard thereon. After the tax levies have been determined, and esented to the County Auditor not later than two days prior to the second Monday in September, and the levy ed by the County Tax Adjustment Board, or on their failure so to do, by the County Auditor, ten or more tax- yers feeling themselves aggrieved by such levies, may appeal to the State Board of Tax Commissioners for fur- er and final hearing thereon by filing of petition with the County Auditor on or before the tenth day after publica- by the County Auditor of tax rates charged, and the State Board of Tax Commissioners will fix a date for hear- g in this county.

Mary M. Koehlinger
President of Library Board

Jackson Carmean
Secretary of Library Board

Earl H. Pitt
Treasurer of Library Board

ted July 28, 19 88

A.E. BOYCE CO., MUNCIE, IND. 0986

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

July 28, 1988)
)
RESOLUTION OF APPROPRIATIONS) No. 1988-22

WHEREAS, It has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget for the various functions of the Allen County Public Library; now, therefore,

BE IT RESOLVED, by the Board of Library Trustees, Allen County Public Library, Allen County, Indiana, that for the expenses of the public library the following sums of money are hereby appropriated and ordered set apart out of the several funds herein named and for the purposes herein specified, subject to the laws governing the same:

LIBRARY OPERATING FUND	AMOUNT APPROPRIATED
1101 Salaried Time Worked.....	$19,000.00
1501 Employer FICA.....	$ 1,500.00
1502 Unemployment.....	$ 872.00
1503 Employer PERF.....	$ 900.00
1504 Group Insurance.....	$ 1,300.00
4405 Television Equipment.....	$79,599.00
Total	$103,171.00

These appropriations are made from additional receipts.

Presented to the Allen County Public Library Board, read in full and adopted this 28th day of July, 1988, by the following aye and nay vote.

Aye	Nay
[illegible]	
[illegible]	
Dean McMahan	
Mary M. Koehlinger	
Patricia E. Riley	

ATTEST:

Mary M. Koehlinger

Mary M. Koehlinger, President
Board of Library Trustees

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

July 28, 1988	)	
	)	
RESOLUTION TO AMEND THE	)	No. 1988-23
POLICY ON LIBRARY RECORDS	)	
	)	

RESOLVED, By the Board of Library Trustees, Allen County Public Library, Allen County, Indiana, that the policy on library records be amended to read as follows:

Any person may inspect and copy the public records of the Allen County Public Library during regular business hours. The library may establish such rules and procedures as may be necessary to protect the security of the public records in its custody, and may require that a staff member be present during any inspection of records by a member of the public.

The following public records are specifically excluded from disclosure to the public, as provided for by law under IC 5-14-3, and will not be open for inspection by members of the public at any time:

(1) Personnel files of library employees and files of applicants for employment, except for:

(A) The name, compensation, job title, business address, business telephone number, job descriptions, education and training background, previous work experience, or dates of first and last employment of present or former officers or employees of the library;

(B) Information relating to the status of any formal charges against the employee; and

(C) Information concerning disciplinary actions in which final action has been taken and that resulted in the employee being disciplined or discharged.

However, all personnel file information shall be made available to the affected employee or his representative. General personnel information on all employees or for groups of employees, without individual names, may not be excepted from disclosure.

(2) Administrative or technical information that would jeopardize a record keeping or security system.

(3) Computer programs, computer codes, computer filing systems, and

other software that are owned by the public agency or entrusted to it.

(4) Records specifically prepared for discussion or developed during discussion in an executive session under IC 5-14-1.5-6.

(5) The identify of a donor of a gift made to a public agency if the donor requires nondisclosure of his identity as a condition of making a gift; or after the gift is made, the donor, or the donor's family, requests nondisclosure.

(6) Library or archival records:

(A) which can be used to identify any library patron; or

(B) deposited with, or acquired by, a library upon a condition that the records be disclosed only: (i) to qualified researchers; (ii) after the passing of a period of years that is specified in the documents under which the deposit or acquisition is made; or (iii) after the death of persons specified at the time of the acquisition or deposit.

The Allen County Public Library specifically recognizes that its circulation records and other records identifying the names of library users with specific materials are confidential in nature. No such records shall be made available to any agency of state, federal, or local government, or to any individual not specifically authorized by the director, except pursuant to such process, order, or subpoena as may be authorized under the authority of, and pursuant to, federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigatory power.

Upon receipt of such process, order, or subpoena, the director will consult with legal counsel to determine if such process, order, or subpoena is in proper form and if there is a showing of good cause for its issuance in a court of competent jurisdiction to determine whether or not compliance with such process, order, or subpoena is mandatory.

Adopted this 28th day of July, 1988.

Mary M. Koehlinger

Mary M. Koehlinger, President

Jack Carmean

Jack Carmean, Secretary Pro Tempore

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

July 28, 1988	)	
	)	
RESOLUTION TO ADVERTISE	)	No. 1988-24
FOR BIDS FOR THE PURCHASE OF	)	
TELEVISION EQUIPMENT	)	

RESOLVED, By the Board of Library Trustees, Allen County Public Library, Allen County, Indiana, that notice be given according to law, stating that bids will be received for certain pieces of television equipment for the Allen County Public Library, and that specifications for the said equipment will be made available to prospective bidders.

Mary M. Koenigs
President

Secretary Pro Tempore

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

July 28, 1988)
)
A RESOLUTION TO TRANSFER APPROPRIATIONS) No. 1988-25
WITHIN THE GENERAL FUND)

WHEREAS, It has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget for the various functions of the Allen County Public Library, and

WHEREAS, It has been shown that certain existing appropriations now have unobligated balances which will not be needed for the purposes for which appropriated, it is therefore

RESOLVED, By the Board of Library Trustees, Allen County Public Library, Allen County, Indiana:

Section 1. That for the expenses of the public library the following sums of money are hereby appropriated and ordered set apart out of the several funds herein named and for the purposes herein specified, subject to the laws governing the same:

LIBRARY OPERATING FUND	AMOUNT APPROPRIATED
2201 Cleaning Supplies.....	$ 3,000.00
2204 Copier Supplies.....	$ 9,000.00
3102 Engineering & Architectural...	$ 1,000.00
3106 Other Professional Services...	$ 3,000.00
3605 Copier Service.....	$ 2,000.00
3901 Dues & Memberships.....	$ 500.00
4401 Furniture & Equipment.....	$ 5,000.00
Total	$23,500.00

Section 2. That the following existing appropriations be reduced in the following amounts:

LIBRARY OPERATING FUND	AMOUNT REDUCED
2101 Office Supplies	$ 3,000.00
3105 Temporary Help Services	$13,000.00
3905 Materials Conservation Service	$ 2,500.00
4409 Buildings	$ 5,000.00
Total	$23,500.00

Presented to the Allen County Public Library Board, read in full and adopted this 23rd day of June, 1988, by the following aye and nay vote.

Aye	Nay
[illegible]	
[illegible]	
Mary M. Loehlenger	
Dean McMahan	
Patricia E. Riley	

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

Public Hearing On the 1989 Budget

A public hearing was held at 2:00 p.m. on Wednesday, August 17, 1988 in the board room of the main library, 900 Webster Street, Fort Wayne, Indiana on the Allen County Public Library Budget for the calendar year ending December 31, 1989. Representing the library were Mr. Carmean, Mr. Krull, and Mr. Reitenour. Mr. Carmean presided.

No members of the public appeared to speak on the budget, and the hearing was therefore declared to be closed.

Jack M. Carmean

AGENDA

Board of Library Trustees
ALLEN COUNTY PUBLIC LIBRARY
August 25, 1988
3:00 p.m. - Room 4, Main Library

1. Roll call.

2. Adoption of the agenda.

3. Approval of the minutes of the regular meeting of July 28, 1988.

4. Financial report for July, 1988.

5. Payment of bills.

6. Report of director.

7. Committee reports.

   a. Automation Committee - Amendment to contract with CLSI, Inc.

8. Personnel - Appointments.

9. Resolution No. 1988-26, "Resolution to adopt the Library Budgets and Tax Rates for the Operating (General) Fund and the Bond and Interest Redemption Fund for the Calendar Year Ending December 31, 1989."

10. Resolution No. 1988-27, "Resolution of Appropriations - Library Operating Fund."

11. Resolution No. 1988-28, "Resolution of Appropriations - Bond and Interest Redemption Fund."

12. Resolution No. 1988-29, "Resolution Levying Taxes and Fixing the Rate of Taxation for the Purpose of Raising Revenue to Meet the Necessary Expense for the Calendar Year Ending December 31, 1989."

13. Ratification of Change Order G-2 for JSH, Inc.

14. Resolution No. 1988-30, "Resolution to Amend the Policy on Volunteers."

15. Approval of grant application to Cable Television Programming Advisory Committee.

16. Other business.

17. Adjournment.

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

Meeting of August 25, 1988, in Regular Session

The Board of Library Trustees of the Allen County Public Library met in regular session on Thursday, August 25, 1988, at 3:00 p.m. in room 4 of the main library. Those present were Mrs. Koehlinger, presiding, Mr. Andorfer, Mr. Carmean, Mr. Coleman and Mr. McMahan. Absent: Mrs. Riley and Mrs. Gates.

On motion of Mr. McMahan the agenda was adopted as distributed.

On motion of Mr. Andorfer the minutes of the regular meeting of July 28, 1988, and the public hearing of August 17, 1988, were approved as written.

Mr. Reitenour presented the financial report for July, 1988. The report as presented is appended to and made a part of these minutes.

Mr. Krull certified that the bills summarized below were true and correct and supported by appropriate documentation to the best of his knowledge and belief. Then on motion of Mr. McMahan the bills were approved for payment.

Manual checks and wires: July		$151,428.02
Gross Payrolls:		
June 24		147,762.57
July 18		151,898.21
Accounts Payable Check Batches:		
June 17		136,117.69
June 24		289,050.34
June 30		59,887.83
July 8		68,130.50
July 15		79,401.66
Voids---June 21		-768.21
Check Runs Subtotal:	$631,819.81	
Grand Total		$ 1,082,908.61

The report of the director followed.

Kathy Witwer, manager of the Georgetown Branch library, presented a report on the 1988 Summer Reading Program.

Mr. Krull presented a report on library service statistics for the month and the year to date.

Mr. Carmean, chairman of the Automation Committee, reviewed a proposed amendment to the library's contract with CLSI, Inc. The amendment would delete current contract Appendix A, Schedule 5 through 12 and 14, and replace with new Appendix A, Schedule 5 through 12 and 14.

The principal features of the contract amendment are as follows: Upgrade all PDP equipment to UNIX operating system; upgrade Sequent computer from Balance 21000 to Symmetry S-27; add streaming tape drive for backup; upgrade magnetic tape drive and report printer; upgrade from 208 ports to 240 ports; reduce cost for system terminals; upgrade backup and off line circulation from Apple IIe to Wyse workstation; add multi-terminal capability at main library and Georgetown branch for backup; upgrade MARC Edit Apple IIe to Wyse workstation; move from 16 backup and off line circulation stations to 21 stations.

The net additional cost to make the foregoing changes is $30,222. The changes will result in an estimated annual savings on maintenance costs of $11,544. After further discussion, Mr. Carmean moved "that the amendment to the contract with CLSI, Inc. be approved as presented." The motion carried.

Mr. Coleman moved the approval of the following personnel appointment.

Stacey Pearson	Clerk, Business and Technology	#306	$11,700.00

Mr. McMahan moved the adoption of Resolution No. 1988-26. "Resolution to Adopt the Library Budgets and Tax Rates for the Operating (General) Fund and the Bond and Interest Redemption Fund for the Calendar Year Ending December 31, 1989." The motion carried and the resolution so adopted is appended to and made a part of these minutes.

Mr. Carmean moved the adoption of Resolution No. 1988-27. "Resolution of Appropriations - Library Operating Fund." The motion carried and the resolution so adopted is appended to and made a part of these minutes.

Mr. McMahan moved the adoption of Resolution No. 1988-22. "Resolution of Appropriations - Bond and Interest Redemption Fund." The motion carried and the resolution so adopted is appended to and made a part of these minutes.

Mr. McMahan moved the adoption of Resolution No. 1988-29. "Resolution Levying Taxes and Fixing the Rate of Taxation for the Purpose of Raising Revenue to Meet the Necessary Expense for the Calendar Year Ending December 31, 1989." The motion carried and the resolution so adopted is appended to and made a part of these minutes.

Mr. Krull presented a change order for the general contractor on the

Children's Department renovation. All of the changes have been within the contingency allowance provided in the contract, and the project is currently approximately $2,000 under budget. On motion of Mr. McMahan, Change Order G-2 for JSH, Inc. was approved.

Mr. Andorfer moved the adoption of Resolution No. 1988-30. "Resolution to Amend the Policy on Volunteers." The motion carried and the resolution so adopted is appended to and made a part of these minutes.

Mr. Carmean moved the approval of a grant application to the Cable Television Programming Advisory Committee, for the purpose of purchasing video production equipment for Public Access Channel 10 in the amount of $71,194. The motion carried.

Rick Hayes, Television Services Manager, reported on bids received for television production equipment for Channel 10 to be purchased from the proceeds of a previous grant. Bids received were as follows: Midwest Communications Corporation, $41,516.65; Cruise Communications, $42,303.50; Audio Visual Specialists, $47,895; B&J Video Systems, $53,217.50. Mr. Hayes recommended the acceptance of the low bid from Midwest Communications Corporation. Mr. McMahan then moved "that the bid of Midwest Communications Corporation for $41,516.65 be accepted." The motion carried.

There being no further business to come before the board, the meeting adjourned at 3:30 p.m.

Mary M. Koehlinger

Mary M. Koehlinger, President

Charles E. Coleman

Charles E. Coleman, Secretary

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

August 25, 1988)
)
A RESOLUTION TO ADOPT THE LIBRARY BUDGETS)
AND TAX RATES FOR THE OPERATING (GENERAL)) No. 1988-26
FUND AND FOR THE BOND AND INTEREST)
REDEMPTION FUND FOR THE CALENDAR YEAR)
ENDING DECEMBER 31, 1989)

WHEREAS, This board has carefully considered the needs of the Allen County Public Library and published budget estimates and tax rates for 1989 setting forth the amounts necessary to be expended for the proper operation of the library, and

WHEREAS, A public hearing has been conducted on the 1989 budget, according to law, it is, therefore

RESOLVED, By the Board of Library Trustees, Allen County Public Library, Allen County, Indiana, that the budget estimates and tax rates for the Operating (General) Fund and the Bond and Interest Redemption Fund, approved by this board at its regular meeting on July 28, 1988, and subsequently published according to law, are hereby officially adopted without change or modification.

Adopted this 25th day of August, 1988.

Mary M. Koehlinger

Mary M. Koehlinger, President

Charles E. Coleman

Charles E. Coleman, Secretary

Prescribed by State Board of Accounts

Library Budget Form No. 4 (Rev. 1985)

504			.5	
ID	YEAR	CO	TYPE	KEY

Library Operating Fund

RESOLUTION OF APPROPRIATIONS

Resolution No. 1988-27

A resolution appropriating monies for the purpose of defraying the expenses for the fiscal year beginning January 1, 19 89 , and ending December 31, 19 89 , including all outstanding claims and obligations, and fixing a time when the same shall take effect.

Section 1. Be it resolved by the Library Board of the Allen County Public Library, Allen County, Indiana, that for the expenses of the library for the calendar year ending December 31, 19 89 , the following sums of money are hereby appropriated, and ordered set apart out of the fund herein named and for the purposes herein, specified, subject to the laws governing the same. Such sum herein appropriated shall be held to include all expenditures authorized to be made during the year, unless otherwise expressly stipulated and provided by law.

Section 2. That for said calendar year there is hereby appropriated out of the Operating Fund of said Library, the following:

100 Personal Services	
Salaries and Wages	
Salary of Librarian	3,984,000
Salary of Assistants	
Salary of Treasurer	
Wages of Janitors	
Employee Benefits	647,400
Other Personal Services	
Total Personal Services	4,631,400
200 Supplies	
Office Supplies	48,000
Operating Supplies	194,500
Repair and Maintenance Supplies	27,500
Other Supplies	
Total Supplies	270,000
300 Other Services and Charges	
Professional Services	54,000
Communication and Transportation	193,500
Printing and Advertising	9,700
Insurance	115,000
Utility Services	395,100
Repairs and Maintenance	456,000
Rentals	48,000
Debt Service	
Dues, Interest and Taxes and other services	206,000
Transfer to LIRF	
Total Other Services and Charges	1,477,300
400 Capital Outlays	
Land, Buildings and Improvements	
Furniture and Equipment	150,000
Books	1,400,000
Periodicals and Newspapers	235,000
Nonprinted Materials	180,000
Total Capital Outlays	1,965,000
9999 **Total** Fund	8,343,700

(The appropriation resolution should contain the foregoing classification insofar as applicable for each fund. A separate sheet should be prepared for each fund identified as Sections 3, 4, etc.)

This Resolution shall be in full force and effect from and after its passage.

Passed by the Library Board this 25th day of August , 19 88 .

Members of Library Board

Members of Library Board

Prescribed by State Board of Accounts

Library Budget Form No. 4 (Rev. 1985)

504			.5	
ID	YEAR	CO	TYPE	KEY

Bond and Interest Redemption Fund

RESOLUTION OF APPROPRIATIONS

Resolution No. 1988-28

A resolution appropriating monies for the purpose of defraying the expenses for the fiscal year beginning January 1, 19 89 , and ending December 31, 19 89 , including all outstanding claims and obligations, and fixing a time when the same shall take effect.

Section 1. Be it resolved by the Library Board of the Allen County Public Library, Allen County, Indiana, that for the expenses of the library for the calendar year ending December 31, 19 89 , the following sums of money are hereby appropriated, and ordered set apart out of the fund herein named and for the purposes herein, specified, subject to the laws governing the same. Such sum herein appropriated shall be held to include all expenditures authorized to be made during the year, unless otherwise expressly stipulated and provided by law.

Section 2. That for said calendar year there is hereby appropriated out of the Bond & Interest Redemption Fund of said Library, the following:

100 Personal Services	
Salaries and Wages	
Salary of Librarian	
Salary of Assistants	
Salary of Treasurer	
Wages of Janitors	
Employee Benefits	
Other Personal Services	
Total Personal Services	
200 Supplies	
Office Supplies	
Operating Supplies	
Repair and Maintenance Supplies	
Other Supplies	
Total Supplies	
300 Other Services and Charges	
Professional Services	
Communication and Transportation	
Printing and Advertising	
Insurance	
Utility Services	
Repairs and Maintenance	
Rentals	
Debt Service	1,448,143
Dues, Interest and Taxes	
Transfer to LIRF	
Total Other Services and Charges	
400 Capital Outlays	
Land, Buildings and Improvements	
Furniture and Equipment	
Books	
Periodicals and Newspapers	
Nonprinted Materials	
Total Capital Outlays	
9999 **Total** Fund	1,448,143

(The appropriation resolution should contain the foregoing classification insofar as applicable for each fund. A separate sheet should be prepared for each fund identified as Sections 3, 4, etc.)

This Resolution shall be in full force and effect from and after its passage.

Passed by the Library Board this 25th day of August , 19 88 .

Members of Library Board

Members of Library Board

A.E. BOYCE CO., MUNCIE, IND. 0973

Prescribed by State Board of Accounts

Library Budget Form 5 (Rev. 1982)

BUDGET SUBMISSION LETTER AND CERTIFICATE

TO THE AUDITOR OF Allen COUNTY, INDIANA:

The undersigned herewith submits two copies of the budget adopted by the Library Board of Allen County Public Library, Fort Wayne, Allen County, Indiana, for the year ending December 31, 1989, for filing and presentation to the County Tax Adjustment Board.

Also submitted are copies of the Proof of Publication of published notice to taxpayers (Two copies from each newspaper.)

Mary M. Kohlinger
President of Library Board

Charles E. Cole
Secretary of Library Board

Treasurer of Library Board

Resolution No. 1988-29

CERTIFICATE AND RESOLUTION OF TAX RATES

The undersigned hereby certifies that the following resolution Levying Taxes and fixing the Rate of Taxation for the purpose of raising revenue to meet the necessary expense for the calendar year ending December 31, 1989, has been adopted.

Be it resolved by the Library Board of The Allen County Public Library Allen County, Indiana, That:

There shall be levied upon each one Hundred Dollars of the Assessed Valuation of Taxable Property in said library taxing district for the fiscal year 1988, to be collected in the year 1989, the following:

For LIBRARY OPERATING FUND ..... 44.85 cents

For LIBRARY BOND AND INTEREST REDEMPTION FUND ..... 11.44 cents

For _____ FUND ..... _____ cents

For _____ FUND ..... _____ cents

For _____ FUND ..... _____ cents

For _____ FUND ..... _____ cents

Adopted, certified and respectfully submitted this 25th day of August, 1988.

Dean McMahan

Mary M. Kohlinger

C. Philip Arbaugh

Charles E. Cole

Member of Library Board

Members of Library Board

E. BOYCE CO., MUNCIE, IND. 0753

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

August 25, 1988)
)
RESOLUTION TO AMEND THE) No. 1988-30
POLICY ON VOLUNTEERS)
)

RESOLVED, By the Board of Library Trustees, Allen County Public Library, Allen County, Indiana, that the policy on volunteers be amended to read as follows:

The Allen County Public Library enhances its services to the community by promoting voluntary assistance to the library in carrying out its mission.

1. Recruitment. The staff, the Friends of the Allen County Public Library, and potential volunteers evaluate the needs of the library for volunteer assistance and recruit qualified volunteers for temporary and long-term positions.

2. Supervision, Training, and Recognition. Appropriate staff members of the library assist volunteers in developing skills and knowledge and provide appropriate recognition for the volunteer's contribution to the institution.

3. Personnel Records. Personnel records of volunteers shall be treated in the same manner as those of library employees.

Adopted this 25th day of August, 1988.

Mary M. Koehlinger

Mary M. Koehlinger, President

Charles E. Coleman

Charles E. Coleman, Secretary

AGENDA

Board of Library Trustees
ALLEN COUNTY PUBLIC LIBRARY
September 22, 1988
3:00 p.m. - Room 4, Main Library

1. Roll call.
2. Adoption of the agenda.
3. Approval of the minutes of the regular meeting of August 25. 1988.
4. Financial report for August, 1988.
5. Payment of bills.
6. Report of director.
7. Committee reports.
8. Personnel - Appointments.
9. Approval of Tri-AlSA contract for 1989.
10. Other business.
11. Adjournment.

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

Meeting of September 22, 1988, in Regular Session

The Board of Library Trustees of the Allen County Public Library met in regular session on Thursday, September 22, 1988, at 3:00 p.m. in room 4 of the main library. Those present were Mrs. Koehlinger, presiding, Mrs. Riley, Mr. Andorfer, Mrs. Gates, Mr. Carmean, Mr. Coleman and Mr. McMahan.

A revised agenda was distributed to the board and on motion of Mrs. Gates the agenda was adopted.

On motion of Mr. Andorfer the minutes of the regular meeting of August 25, 1988, were approved as written.

Mr. Reitenour presented the financial report for August, 1988. The report as presented is appended to and made a part of these minutes.

Mr. Krull certified that the bills summarized below were true and correct and supported by appropriate documentation to the best of his knowledge and belief. Then on motion of Mr. Carmean the bills were approved for payment.

Manual checks and wires: August		$ 8,967.67
Gross Payrolls:		
July 22		152,271.75
August 5		152,268.86
Accounts Payable Check Batches:		
July 22		98,730.73
July 29		181,374.11
August 5		42,280.12
August 12		61,113.51
Check Runs Subtotal:	$383,498.47	
Grand Total		$ 615,507.21

The report of the director followed.

Mr. Krull distributed to the board copies of a survey of cable television subscribers which was designed to measure awareness and opinions of Public Access Channel 10.

Mr. Krull asked members of the Facilities and Branch Development Committee to meet on September 28, for a site visit to potential locations for the proposed new north branch.

The annual conference of the Indiana Library Association and the Indiana Library Trustee Association will be held in Fort Wayne, May 10 - 13, 1989. A gala reception is planned for Thursday night of the conference at the main library.

Sherri Mrozowski, manager of the New Haven branch library presented a report on the 1988 Young Adults Summer Reading Program.

Mr. Fortriede presented a report on library service statistics for the month of August and the year to date. He noted that there are only twelve U. S. and Canadian libraries which report more circulation from their main library than does the Allen County Public Library. The list of libraries which report less main library circulation than the ACPL includes such large systems as: Chicago Public Library, Brooklyn Public Library, Queens Borough Public Library, Houston Public Library, Dallas Public Library, Indianapolis-Marion County Public Library, Boston Public Library, Denver Public Library.

On motion of Mr. McMahan the following personnel appointments were approved.

Oralia Terrazas	Clerk, Genealogy	#346	$10,800.14
Sandra Monnier	Branch Assistant	#142	$13,500.24

On motion of Mr. McMahan the following position reclassifications were approved.

Position Title	Current Grade	New Grade
Large Branch Manager	M 5	M 6
Genealogy Clerk	2	3

Mr. McMahan moved that the president be authorized to execute a contract between the Allen County Public Library and Area 3 Library Services Authority (Tri-ALSA) dated September 22, 1988, for the period October 1, 1988, to and including, September 30, 1989, under which Tri-ALSA occupies space in the Allen County Public Library in return for certain services provided for the library. The motion carried and the contract was ordered to be filed in the office of the director.

Mr. McMahan moved the approval of joint promotional activities with the following sponsors offering awards and prizes to support the Hessen Cassel Branch Adult Reading Program in the month of October:

Lynn's Supermarket, Rustic Hutch, Rogers Supermarket, Keltsch Pharmacy, Casa D'Angelo's Restaurant, Atz' Restaurant, Bandido's Restaurant, Taco Bell, Ponderosa Steak House, Long John Silver Restaurant, Mike's Express Car Wash, Pizza Hut Restaurant, Big Chill Yogurt, Pepsi-Cola Bottlers, Casselwood Laundry, Little Turtle Hillcrest Bowl, Omarr's Grill Afare, Airport Hilton Restaurant, V.I.P. Video, Dan Purvis Drugs, Coca-Cola Bottling, Wendy's Hamburgers, and Hall's Restaurant.

Mr. Andorfer moved the adoption of Resolution No. 1988-31. "Resolution to Approve a Contract with the Indiana State Library for Administration of a Library Services and Construction Act Grant in the Amount of $38,240 to Perform Services as a Subregional Library for the Blind and Physically Handicapped." The motion carried and the resolution so adopted is appended to and made a part of these minutes.

Mr. McMahan moved the approval of an application for distribution for LSCA funds through the Reciprocal Borrowing phase of the Indiana Public Library Resource Sharing Program. The motion carried.

Mr. Carmean moved the adoption of Resolution No. 1988-32. "Resolution to Transfer Appropriations Within the Operating Fund." The motion carried and the resolution so adopted is appended to and made a part of these minutes.

There being no further business to come before the board, the meeting adjourned at 3:35 p.m.

Mary M. Koehlinger

Mary M. Koehlinger, President

Charles E. Coleman

Charles E. Coleman, Secretary

ALLEN COUNTY PUBL[redacted]BRARY
INTERNAL BUDGETARY STATEMEN[redacted]ENERAL FUND ONLY
FOR THE YEAR-TO-DATE ENDED August 31, 1988

#4

GL#	CATEGORY	1988 APPROPRIATION ADVERTISED	1988 APPROPRIATION CURRENT	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/87 +	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 8/31/88 -	ACCRUAL BASIS YEAR-TO-DATE ACTUAL	ACCRUAL BASIS PERCENT REMAINING	ENCUMBRANCE BASIS OPEN ENCUMBRANCES	ENCUMBRANCE BASIS YEAR-TO-DATE ENCUMBERED	ENCUMBRANCE BASIS UNENCUMBERED BALANCE	ENCUMBRANCE BASIS PERCENT REMAINING
	REVENUES:												
5101	AUTO EXCISE TAX	802,259	802,259	279,241.82				279,241.82					
5102	REAL PROPERTY TAX LEVY	5,843,229	5,843,229	3,053,410.89				3,053,410.89					
5103	INTANGIBLES TAX	98,964	98,964	54,242.47				54,242.47					
	TOTAL LOCAL TAX REVENUES	6,744,452	6,744,452	3,386,895		0.00	0.00	3,386,895.18					
5201	PHOTOCOPYING FEES	106,000	106,000	73,497.65				73,497.65					
5202	EXTENDED USE FEES	112,000	112,000	75,109.20		(24.00)	0.00	75,133.20					
	TOTAL USER FEES	218,000	218,000	148,606.85		(24.00)	0.00	148,630.85					
5301	FEDERAL OPERATING GRANTS	0	0	0.00				0.00					
5302	STATE OPERATING GRANTS	31,500	31,500	92,905.35				92,905.35					
5303	CITY OPERATING GRANTS	0	0	0.00				0.00					
	TOTAL GRANTS	31,500	31,500	92,905.35		0.00	0.00	92,905.35					
5401	PARKING REVENUES-239 W WAYNE	76,400	76,400	46,800.00				46,800.00					
5402	PARKING REVENUES-900 S HARRISON	76,400	76,400	46,800.00				46,800.00					
5403	PARKING REVENUES-236 W WASHINGTON	200	200	2,045.07				2,045.07					
5404	OTHER PARKING REVENUES	0	0	800.00				800.00					
	TOTAL PARKING REVENUES	153,000	153,000	96,445.07		0.00	0.00	96,445.07					
5501	SERVICE CENTER RENT	9,120	9,120	6,400.00				6,400.00					
5502	OTHER RENTAL INCOME			40.00				40.00					
5601	UNRESTRICTED GIFTS & DONATIONS	2,500	2,500	2,119.30				2,119.30					
5650	INTEREST	18,000	18,000	30,665.01				30,665.01					
				0.00									
5701	ACPL PUBLICATIONS	0	0	361.75			0.00	361.75					
5702	RESEARCH SERVICES	0	0	6,029.95				6,029.95					
5703	LOST/DAMAGED LIBRARY MATERIALS	9,000	9,000	7,793.04				7,793.04					
5704	REFUNDS/DISCOUNTS EARNED	0	0	3,433.71				3,433.71					
5705	INSURANCE CLAIM PAYMENTS	0	0	0.00				0.00					
5706	OTHER REVENUES	25,000	25,000	2,538.21				2,538.21					
	TOTAL MISCELLANEOUS REVENUES	34,000	34,000	20,156.66		0.00	0.00	20,156.66					
	TOTAL REVENUES	7,210,572	7,210,572	3,784,233.42		(24.00)	0.00	3,784,257.42					

INTERNAL BUDGETARY STATEMENT--[illegible]AL FUND ONLY
FOR THE YEAR-TO-DATE ENDED August 31, 1988

GL#	CATEGORY	1988 APPROPRIATION ADVERTISED	1988 APPROPRIATION CURRENT	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/87 +	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 8/31/88 -	ACCRUAL BASIS YEAR-TO-DATE ACTUAL	ACCRUAL BASIS PERCENT REMAINING	ENCUMBRANCE BASIS OPEN ENCUMBRANCES	ENCUMBRANCE BASIS YEAR-TO-DATE ENCUMBERED	ENCUMBRANCE BASIS UNENCUMBERED BALANCE	ENCUMBRANCE BASIS PERCENT REMAINING
	EXPENDITURES:												
	** PERSONAL SERVICES **												
1101	SALARIED TIME WORKED	2,297,000	2,339,106	1,467,852.50	37.25%	63,166.74	132,693.00	1,537,378.76	34.27%		1,600,545.50	738,560.50	31.57%
1102	SALARIED OVERTIME	6,000	6,000	2,528.16	57.86%			2,528.16	57.86%		2,528.16	3,471.84	57.86%
1103	SALARIED VACATION	168,500	170,500	117,823.90	30.90%			117,823.90	30.90%		117,823.90	52,676.10	30.90%
1104	SALARIED SICK PAY	66,400	66,400	36,024.30	45.75%			36,024.30	45.75%		36,024.30	30,375.70	45.75%
1105	SALARIED DISABILITY PAY	8,100	8,100	864.52	89.33%			864.52	89.33%		864.52	7,235.48	89.33%
1106	SALARIED HOLIDAY	81,400	81,400	73,400.78	9.83%			73,400.78	9.83%		73,400.78	7,999.22	9.83%
1107	SALARIED JURY DUTY	200	200	133.47	33.27%			133.47	33.27%		133.47	66.53	33.27%
1108	SALARIED DEATH-IN-FAMILY	3,400	3,400	1,186.11	65.11%			1,186.11	65.11%		1,186.11	2,213.89	65.11%
1109	SALARIED TRAVEL/MEETINGS	40,800	40,800	24,321.29	40.39%			24,321.29	40.39%		24,321.29	16,478.71	40.39%
1110	SALARIED PREMIUM TIME	12,000	12,000	8,334.05	30.55%			8,334.05	30.55%		8,334.05	3,665.95	30.55%
1111	SALARIED TAXABLE FRINGE BENEFITS	0	0	0.00							0.00	0.00	
1112	SALARIED RELOCATION	2,000	2,000	0.00							0.00	2,000.00	
	TOTAL SALARIES	2,685,800	2,729,906	1,732,469.08	36.54%	63,166.74	132,693.00	1,801,995.34	33.99%	0.00	1,865,162.08	864,743.92	31.68%
1201	HOURLY TIME WORKED	685,400	692,294	470,065.97	32.10%	51,681.88	46,622.00	465,006.09	32.83%		516,687.97	175,606.03	25.37%
1202	HOURLY OVERTIME	1,000	1,006	5,851.42	-485.14%			5,851.42	-485.14%		5,851.42	(4,851.42)	-485.14%
1203	HOURLY VACATION	20,800	20,800	20,755.01	0.22%			20,755.01	0.22%		20,755.01	44.99	0.22%
1204	HOURLY SICK PAY	1,800	1,800	1,550.11	13.88%			1,550.11	13.88%		1,550.11	249.89	13.88%
1205	HOURLY DISABILITY PAY	0	0	2,361.73				2,361.73			2,361.73	(2,361.73)	
1206	HOURLY HOLIDAY	13,000	13,000	10,264.29	21.04%			10,264.29	21.04%		10,264.29	2,735.71	21.04%
1207	HOURLY JURY DUTY	110	110	26.35	76.05%			26.35	76.05%		26.35	83.65	76.05%
1208	HOURLY DEATH-IN-FAMILY	700	700	588.22	15.97%			588.22	15.97%		588.22	111.78	15.97%
1209	HOURLY TRAVEL/MEETINGS	1,825	1,825	934.83	48.78%			934.83	48.78%		934.83	890.17	48.78%
	TOTAL HOURLY WAGES	724,635	731,529	512,397.93	29.96%	51,681.88	46,622.00	507,338.05	30.65%	0.00	559,019.93	172,509.07	23.58%
1301	SUMMER EMPLOYEES- TIME WORKED	115,000	115,000	100,721.10	12.42%			100,721.10	12.42%		100,721.10	14,278.90	12.42%
1302	SUMMER EMPLOYEES-OVERTIME	0	0	44.49				44.49			44.49	(44.49)	
1401	SHORT-TERM STAFF TIME WORKED	22,000	22,000	20,698.81	5.91%			20,698.81	5.91%		20,698.81	1,301.19	5.91%
1402	SHORT-TERM STAFF OVERTIME	0	0	0.00				0.00			0.00	0.00	
	TOTAL SUMMER & SHORT-TERM STAFF	137,000	137,000	121,464.40	11.34%	0.00	0.00	121,464.40	11.34%	0.00	121,464.40	15,535.60	11.34%
	TOTAL COMPENSATION	3,547,435	3,578,435	2,366,331.41	34.24%	114,848.62	179,315.00	2,430,797.79	32.45%	0.00	2,545,646.41	1,052,788.59	29.26%
1501	EMPLOYER FICA	265,500	272,000	177,843.62	34.62%	8,211.68	13,467.00	183,098.94	32.68%		191,310.62	80,689.38	29.67%
1502	UNEMPLOYMENT REIMBURSEMENT	5,400	6,272	1,640.03	73.85%		0.00	1,640.03	73.85%		1,640.03	4,631.97	73.85%
1503	EMPLOYER PERF	127,500	133,400	97,879.70	26.63%	33,264.92	25,230.00	89,844.78	32.65%		123,109.70	10,290.30	7.71%
1504	GROUP INSURANCE	173,460	174,760	116,999.23	33.05%	186.72	1,485.18	118,297.69	32.31%		118,484.41	56,275.59	32.20%
	TOTAL EMPLOYEE BENEFITS	571,860	586,432	394,362.58	32.75%	41,663.32	40,182.18	392,881.44	33.00%	0.00	434,544.76	151,887.24	25.90%
	TOTAL PERSONAL SERVICES	4,119,295	4,164,867	2,760,693.99	34.03%	156,511.94	219,497.18	2,823,679.23	32.53%	0.00	2,980,191.17	1,204,675.83	28.79%

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ALLEN COUNTY PUBL[illegible]RARY
INTERNAL BUDGETARY STATEMENT--GENERAL FUND ONLY
FOR THE YEAR-TO-DATE ENDED August 31, 1988

14-Sep-88

GLA#	CATEGORY	1988 APPROPRIATION ADVERTISED	1988 APPROPRIATION CURRENT	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/87 +	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 8/31/88 -	ACCRUAL BASIS YEAR-TO-DATE ACTUAL	ACCRUAL BASIS PERCENT REMAINING	ENCUMBRANCE BASIS OPEN ENCUMBRANCES	ENCUMBRANCE BASIS YEAR-TO-DATE ENCUMBERED	ENCUMBRANCE BASIS UNENCUMBERED BALANCE	ENCUMBRANCE BASIS PERCENT REMAINING
** SUPPLIES **													
2101	OFFICE SUPPLIES	65,000	46,700	18,104.52	61.23%	1,078.06	618.37	17,644.83	62.22%	3,398.64	22,121.53	24,578.47	52.63%
	TOTAL OFFICE SUPPLIES	65,000	46,700	18,104.52	61.23%	1,078.06	618.37	17,644.83	62.22%	3,398.64	22,121.53	24,578.47	52.63%
2201	CLEANING SUPPLIES	16,000	19,000	14,564.38	23.35%	702.54	2,173.30	16,035.14	15.60%	1,032.41	17,770.09	1,229.91	6.47%
2202	VEHICLE FUEL	13,000	13,000	8,205.99	36.88%	59.44	0.00	8,146.55	37.33%		8,205.99	4,794.01	36.88%
2203	HEATING OIL	10,000	10,000	613.30	93.87%		0.00	613.30	93.87%		613.30	9,386.70	93.87%
2204	COPIER SUPPLIES	34,500	43,500	33,109.17	23.89%	1516.87	158.95	31,751.25	27.01%	1,427.00	34,695.12	8,804.88	20.24%
2205	LIBRARY MATERIALS SUPPLIES	13,000	21,000	18,800.23	10.48%		0.00	18,800.23	10.48%	0.00	18,800.23	2,199.77	10.48%
2206	MATERIALS ACCESS SUPPLIES	16,000	11,000	7,717.84	29.84%		63.61	7,781.45	29.26%	733.83	8,515.28	2,484.72	22.59%
2207	CRAFT SUPPLIES	5,500	5,500	3,354.51	39.01%	31.12	19.60	3,342.99	39.22%	102.79	3,476.90	2,023.10	36.78%
2208	OTHER OPERATING SUPPLIES	92,000	92,000	75,780.89	17.63%	1727.55	2,089.23	76,142.57	17.24%	2,496.02	80,366.14	11,633.96	12.65%
	TOTAL OPERATING SUPPLIES	200,000	215,000	162,146.31	24.58%	4,037.52	4,504.69	162,613.48	24.37%	5,792.05	172,443.05	42,556.95	19.79%
2301	MAINTENANCE SUPPLIES	18,000	17,000	7,577.01	55.43%	147.94	430.72	7,859.79	53.77%	356.65	8,364.38	8,635.62	50.80%
2302	REPAIR PARTS	17,000	18,000	7,625.20	57.64%	351.95	17.15	7,290.40	59.50%	443.95	8,086.30	9,913.70	55.08%
	TOTAL MAINTENANCE SUPPLIES	35,000	35,000	15,202.21	56.57%	499.89	447.87	15,150.19	56.71%	800.60	16,450.68	18,549.32	53.00%
	TOTAL SUPPLIES	300,000	296,700	195,453.04	34.12%	5,615.47	5,570.93	195,408.50	34.14%	9,991.29	211,015.26	85,684.74	28.88%

ALLEN COUNTY PUBLIC LIBRARY
INTERNAL BUDGETARY STATEMENT--GENERAL FUND ONLY
FOR THE YEAR-TO-DATE ENDED August 31, 1988

GL#	CATEGORY	1988 APPROPRIATION ADVERTISED	1988 APPROPRIATION CURRENT	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/87 +	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 8/31/88 -	ACCRUAL BASIS YEAR-TO-DATE ACTUAL	ACCRUAL BASIS PERCENT REMAINING	ENCUMBRANCE BASIS OPEN ENCUMBRANCES	ENCUMBRANCE BASIS YEAR-TO-DATE ENCUMBERED	ENCUMBRANCE BASIS UNENCUMBERED BALANCE	ENCUMBRANCE BASIS PERCENT REMAINING
** OTHER SERVICES AND CHARGES **													
3101	CONSULTING	37,000	3,560	3,560.00	0.00%			3,560.00	0.00%		3,560.00	0.00	0.00%
3102	ENGINEERING & ARCHITECTURAL	5,000	45,500	44,638.30	1.89%	3,264.00	0.00	41,374.30	9.07%	0.00	44,638.30	861.70	1.89%
3103	LEGAL SERVICES	2,500	6,000	4,076.25	32.06%	304.00	0.00	3,772.25	37.13%		4,076.25	1,923.75	32.06%
3104	PROGRAM PRESENTERS	5,500	5,500	1,561.50	71.61%		0.00	1,561.50	71.61%	25.00	1,586.50	3,913.50	71.15%
3105	TEMPORARY HELP SERVICES	47,000	33,000	8,319.00	74.79%	1,218.79	468.00	7,568.21	77.07%		8,787.00	24,213.00	73.37%
3106	OTHER PROFESSIONAL SERVICES	8,000	14,440	11,109.07	23.07%	72.51	36.41	11,072.97	23.32%	867.56	12,013.04	2,426.96	16.81%
	TOTAL PROFESSIONAL SERVICES	105,000	108,000	73,264.12	32.16%	4,859.30	504.41	68,909.23	36.20%	892.56	74,661.09	33,338.91	30.87%
3201	TELEPHONE SERVICE	85,000	83,000	50,687.98	38.93%	1,038.72	1,036.41	50,693.67	38.92%		51,724.39	31,275.61	37.68%
3202	POSTAGE & SHIPPING	58,000	58,000	40,895.00	29.49%	35.84	0.00	40,859.16	29.55%	3,000.00	43,895.00	14,105.00	24.32%
3203	TRAVEL & MEETINGS	26,000	26,000	18,549.51	28.66%		885.25	19,434.76	25.25%		19,434.76	6,565.24	25.25%
3204	RECRUITING	4,500	4,500	3,318.51	26.26%		0.00	3,318.51	26.26%	280.00	3,598.51	901.49	20.03%
3205	TRAINING & DEVELOPMENT	15,000	15,000	6,177.00	58.82%		165.00	6,342.00	57.72%		6,342.00	8,658.00	57.72%
	COMMUNICATION & TRANSPORTATION	188,500	186,500	119,628.00	35.86%	1,066.56	2,086.66	120,648.10	35.31%	3,280.00	124,995	61,505	32.98%
3301	PUBLICATION OF LEGAL NOTICES	700	700	250.00	64.29%		0.00	250.00	64.29%	0.00	250.00	450.00	64.29%
3302	OUTSIDE VENDOR PRINTING	9,000	9,000	5,915.87	34.27%	225.00	0.00	5,690.87	36.77%	329.00	6,244.87	2,755.13	30.61%
	TOTAL PUBLICATION & PRINTING	9,700	9,700	6,165.87	36.43%	225.00	0.00	5,940.87	38.75%	329.00	6,494.87	3,205.13	33.04%
3401	INSURANCE	110,000	110,000	28,008.00	74.54%	3,634.00	0.00	24,374.00	77.84%		28,008.00	81,992.00	74.54%
	TOTAL INSURANCE	110,000	110,000	28,008.00	74.54%	3,634.00	0.00	24,374.00	77.84%	0.00	28,008.00	81,992.00	74.54%
3501	NATURAL GAS	92,600	92,600	56,175.59	39.34%		0.00	56,175.59	39.34%		56,175.59	36,424.41	39.34%
3502	ELECTRICITY	272,000	272,000	194,172.31	28.61%		3,005.18	197,177.49	27.51%		197,177.49	74,822.51	27.51%
3503	WATER & SEWER	9,000	9,000	5,102.33	43.31%		998.11	6,100.44	32.22%	0.00	6,100.44	2,899.56	32.22%
3504	TRASH DISPOSAL	6,400	6,400	4,231.00	33.89%		527.00	4,758.00	25.66%	1,581.00	6,339.00	61.00	0.95%
	TOTAL UTILITY SERVICES	380,000	380,000	259,681.23	31.66%	0.00	4,530.29	264,211.52	30.47%	1,581.00	265,792.52	114,207.48	30.05%
3601	BUILDING REPAIR & MAINTENANCE	80,000	56,000	21,358.35	61.58%	139.39	0.00	21,418.96	61.75%	775.00	22,333.35	33,666.65	60.12%
3602	HVAC SERVICE	17,000	26,000	20,581.73	21.15%	1,953.50	163.50	18,711.73	28.03%	765.00	21,430.23	4,569.77	17.58%
3603	LANDSCAPING SERVIES	16,000	16,000	11,239.51	29.75%	0.00	107.00	11,346.51	29.08%	4,231.06	15,577.57	422.43	2.64%
3604	COMPUTER MAINTENANCE	135,000	135,000	88,170.55	34.69%	23,995.40	301.70	64,476.85	52.24%	30,447.80	118,926.65	16,079.95	11.91%
3605	COPIER SERVICE	25,000	27,000	20,437.76	24.30%	1,800.00	0.00	18,637.76	30.97%	5,090.00	25,527.76	1,472.24	5.45%
3606	VEHICLE SERVICE	23,000	23,000	14,062.44	38.86%	61.25	0.00	14,001.19	39.13%	1,154.90	15,217.34	7,782.66	33.84%
3607	OTHER EQUIPMENT SERVICE	50,000	65,000	47,452.97	27.00%	1,401.13	627.74	46,679.58	28.19%	10,320.25	58,400.96	6,599.04	10.15%
	TOTAL REPAIRS & MAINTENANCE	346,000	348,000	223,423.31	35.80%	29,350.67	1,199.94	195,272.58	43.89%	52,784.01	277,407.26	70,592.74	20.29%
3701	REAL ESTATE RENTAL/LEASING	2,700	2,700	1,840.00	31.85%		0.00	1,840.00	31.85%	690.00	2,530.00	170.00	6.30%
3702	EQUIPMENT RENTAL/LEASING	44,000	50,000	35,701.14	28.60%	1,466.24	2,585.00	36,819.90	26.36%	12,193.68	50,479.82	(479.82)	-0.96%
	LEASING & RENTALS	46,700	52,700	37,541.14	28.76%	1,466.24	2,585.00	38,659.90	26.64%	12,883.68	53,009.82	(309.82)	-0.59%

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ALLEN COUNTY PUBLIC LIBRARY
INTERNAL BUDGETARY STATEMENT--GENERAL FUND ONLY
FOR THE YEAR-TO-DATE ENDED August 31, 1988

14-Sep-88

GL#	CATEGORY	1988 APPROPRIATION ADVERTISED	1988 APPROPRIATION CURRENT	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/87 +	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 8/31/88 -	ACCRUAL BASIS YEAR-TO-DATE ACTUAL	ACCRUAL BASIS PERCENT REMAINING	ENCUMBRANCE BASIS OPEN ENCUMBRANCES	ENCUMBRANCE BASIS YEAR-TO-DATE ENCUMBERED	ENCUMBRANCE BASIS UNENCUMBERED BALANCE	ENCUMBRANCE BASIS PERCENT REMAINING
3901	DUES & MEMBERSHIPS	6,900	7,700	7,134.74	7.34%		0.00	7,134.74	7.34%		7,134.74	565.26	7.34%
3902	INTEREST ON TEMPORARY LOANS	50,000	50,000	7,795.48	84.41%		0.00	7,795.48	84.41%		7,795.48	42,204.52	84.41%
3903	TAXES & ASSESSMENTS	3,300	3,300	1,420.52	56.95%		0.00	1,420.52	56.95%		1,420.52	1,879.48	56.95%
3904	TRANSFER TO LIRF FUND	0	0	0.00			0.00	0.00			0.00	0.00	
3905	MATERIALS CONSERVATION SERVICES	50,000	41,500	22,738.83	45.21%	1,425.14	1,651.65	22,965.34	44.66%		24,390.48	17,109.52	41.23%
3906	COMPUTER SERVICES	110,000	110,000	90,578.58	17.66%	2,846.40	2,054.32	89,786.50	18.38%	4,907.91	97,540.81	12,459.19	11.33%
	TOTAL MISCELLANEOUS SERVICES	220,200	212,500	129,668.15	38.98%	4,271.54	3,705.97	129,102.58	39.25%	4,907.91	138,282.03	74,217.97	34.93%
	TOTAL OTHER SERVICES & CHARGES	1,406,100	1,407,400	877,379.82	37.66%	44,873.31	14,612.27	847,118.78	39.81%	76,658.16	968,650.25	438,749.75	31.17%
	*** CAPITAL OUTLAYS ***												
4401	FURNITURE & EQUIPMENT	222,710	92,710	34,037.07	63.29%	1,905.52	54,375.36	86,506.91	6.69%	2,481.10	90,893.53	1,816.47	1.96%
4403	COMPUTER EQUIPMENT	10,000	10,000	6,932.24	30.68%		0.00	6,932.24	30.68%	110.00	7,042.24	2,957.76	29.58%
4405	TELEVISION EQUIPMENT	10,000	89,599	0.00	100.00%		0.00	0.00	100.00%		0.00	89,599.00	100.00%
4407	VEHICLES	30,000	30,000	22,561.78	24.79%		0.00	22,561.78	24.79%	0.00	22,561.78	7,438.22	24.79%
4409	BUILDINGS	0	130,000	109,509.55	15.76%		0.00	109,509.55	15.76%	17,730.77	127,240.32	2,759.68	2.12%
4411	LAND	0	0	0.00			0.00	0.00			0.00	0.00	
	GENERAL FIXED ASSETS	272,710	352,309	173,040.64	50.88%	1,905.52	54,375.36	225,510.48	35.99%	20,321.87	247,737.87	104,571.13	29.68%
4510	BOOKS	1,431,895	1,391,895	657,449.93	52.77%	41,018.99	21,613.18	638,044.12	54.16%	111,074.39	790,137.50	601,757.50	43.23%
4520	PERIODICALS	200,000	200,000	60,452.36	69.77%	3,459.40	467.67	57,460.63	71.27%	11,077.66	71,997.69	128,002.31	64.00%
4530	NON-PRINT MATERIALS	160,000	160,000	72,809.88	54.49%	3,502.19	3,303.72	72,611.41	54.62%	19,231.03	95,344.63	64,655.37	40.41%
	TOTAL LIBRARY MATERIALS	1,791,895	1,751,895	790,712.17	54.87%	47,980.58	25,384.57	768,116.16	56.16%	141,383.08	957,479.82	794,415.18	45.35%
	TOTAL CAPITAL OUTLAYS	2,064,605	2,104,204	963,752.81	54.20%	49,886.10	79,759.93	993,626.64	52.78%	161,704.95	1,205,217.69	898,986.31	42.72%
	TOTAL EXPENDITURES	7,890,000	7,993,171	4,797,279.66	39.98%	256,886.82	319,440.31	4,859,833.15	39.20%	248,354.40	5,365,074.37	2,628,096.63	32.88%
	EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(679,428)	(782,599)	(1,013,046.24)		(256,910.82)	(319,440.31)	(1,075,575.73)		(248,354.40)	(5,365,074.37)	(2,628,096.63)	

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ALLEN COUNTY PUBLIC LIBRARY
COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES--
ALL GOVERNMENTAL FUND TYPES AND EXPENDABLE TRUST FUNDS
FOR THE YEAR-TO-DATE ENDED AUGUST 31, 1988

	GOVERNMENTAL FUND TYPES				FIDUCIARY FUND TYPE	TOTALS (MEMORANDUM ONLY)	
						YEAR-TO-DATE	
	GENERAL	SPECIAL REVENUE	DEBT SERVICE	CAPITAL PROJECTS	EXPENDABLE TRUST	AUG 31, 1988	AUG 31, 1987
REVENUES:							
AUTO EXCISE TAX	279,241.82		15,375.25			294,617.07	516,625.92
REAL PROPERTY TAX LEVY	3,053,410.89		168,123.01			3,221,533.90	3,347,273.61
INTANGIBLES TAX	54,242.47		2,986.64			57,229.11	60,943.44
USER FEES	148,630.85					148,630.85	146,171.83
INTERGOVERNMENTAL REVENUE	92,905.35					92,905.35	166,034.53
PARKING FEES	96,445.07					96,445.07	75,748.81
GIFTS & DONATIONS	2,119.30	6,478.41				8,597.71	2,661.03
INTEREST	30,665.01			84,189.42	43.21	114,896.64	150,224.93
OTHER REVENUES	26,596.66					26,596.66	30,555.80
TOTAL REVENUES	3,784,257.42	6,478.41	186,484.90	84,188.42	43.21	4,061,452.36	4,496,239.95
EXPENDITURES--CURRENT:							
COMPENSATION & BENEFITS	2,823,679.23					2,823,679.23	2,698,808.18
SUPPLIES	195,408.50	1,286.26		7,008.26		203,703.02	275,512.22
PROFESSIONAL SERVICES	68,909.23	130.00		24.00		69,063.23	80,068.21
COMMUNICATION & TRANSPORTATION	126,588.97			114.19		126,703.16	118,275.37
INSURANCE	24,374.00					24,374.00	31,173.00
UTILITY SERVICES	264,211.52					264,211.52	252,778.84
REPAIRS & MAINTENANCE	195,272.58			5,714.83		200,987.41	295,653.83
LEASING & MISCELLANEOUS SERVICES	167,762.48	135.00		256,464.67		424,362.15	155,638.97
EXPENDITURES--CAPITAL OUTLAY:							
GENERAL FIXED ASSETS	225,510.48			200,415.77		425,926.25	433,608.06
LIBRARY MATERIALS	768,116.16	2,857.47		25,900.00		796,873.63	904,220.44
EXPENDITURES--DEBT SERVICE:							
PRINCIPAL RETIREMENT			260,900.02			260,900.02	295,000.00
INTEREST CHARGES			72,925.00			72,925.00	269,251.46
TOTAL EXPENDITURES	4,859,833.15	4,408.73	333,825.02	495,641.72	0.00	5,693,708.62	5,809,988.58
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(1,075,575.73)	2,069.68	(147,340.12)	(411,453.30)	43.21	(1,632,256.26)	(1,313,748.63)
OTHER FINANCING SOURCES (USES):							
PROCEEDS OF G. O. BONDS						0.00	
OPERATING TRANSFERS IN						0.00	359,529.09
OPERATING TRANSFERS OUT						0.00	(360,056.80)
TOTAL OTHER FINANCING SOURCES (USES):	0.00	0.00	0.00	0.00	0.00	0.00	(527.71)
EXCESS OF REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES	(1,075,575.73)	2,069.68	(147,340.12)	(411,453.30)	43.21	(1,632,256.26)	(1,314,276.34)
FUND BALANCES-JANUARY 1, 1988	725,223.53	1,715.03	294,264.19	2,272,043.88	3,288.71	3,296,535.34	3,204,423.47
FUND BALANCE ADJUSTMENTS FROM JAN 1	(110.50)	0.00		110.50		0.00	304,491.21
FUND BALANCES-AUGUST 31, 1988	(350,462.70)	3,784.71	146,924.07	1,860,701.08	3,331.92	1,664,279.08	2,194,638.34

AUGUST 88 - UNAUDITED
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ALLEN COUNTY PUBLIC LIBRARY
COMBINED BALANCE SHEET--ALL FUND TYPES AND ACCOUNT GROUPS
AT AUGUST 31, 1988

	GOVERNMENTAL FUND TYPES				FIDUCIARY FUND TYPE	ACCOUNT GROUPS		TOTALS: (MEMORANDUM ONLY)	
	GENERAL	SPECIAL REVENUE	DEBT SERVICE	CAPITAL PROJECTS	TRUST & AGENCY	GENERAL FIXED ASSETS	GENERAL LONG-TERM DEBT	AUGUST 31 1988	AUGUST 31 1987
ASSETS									
CASH ON DEPOSIT	164,461.08	3,784.71		1,350,699.85	3,331.92			1,522,277.56	812,415.36
CASH ON HAND	2,270.50							2,270.50	2,683.90
CASH WITH FISCAL AGENT			570.00					570.00	21,480.00
INVESTMENTS AT COST OR AMORTIZED COST				500,000.00				500,000.00	1,743,216.00
TAXES DUE FROM COUNTY GOVERNMENT								0.00	0.00
ACCRUED INTEREST				10,001.23				10,001.23	541.09
DUE FROM OTHER GOVERNMENTS	737.58							737.58	2,100.00
DUE FROM OTHER FUNDS			146,266.57					146,266.57	157,529.09
PREPAID EXPENDITURES								0.00	3,940.00
FIXED ASSETS:								0.00	
LAND						1,427,900.48		1,427,900.48	1,427,900.48
BUILDINGS						7,782,544.69		7,782,544.69	7,782,544.69
LESS ACCUMULATED DEPRECIATION						(2,715,184.07)		(2,715,184.07)	
FURNITURE AND EQUIPMENT						5,003,454.32		5,003,454.32	3,491,937.61
LESS ACCUMULATED DEPRECIATION						(3,125,304.83)		(3,125,304.83)	
ACPL LIBRARY COLLECTION						26,302,216.40		26,302,216.40	26,015,861.72
AVAILABLE IN DEBT SERVICE FUND							146,266.57	146,266.57	178,186.59
AMOUNT TO BE PROVIDED--RETIREMENT OF L/T DEBT							3,778,733.43	3,778,733.43	4,146,813.41
AMOUNT TO BE PROVIDED--VACATION PAY LIABILITY							223,547.51	223,547.51	206,350.00
TOTAL ASSETS	167,469.16	3,784.71	146,836.57	1,860,701.08	3,331.92	34,675,626.99	4,148,547.51	41,006,297.94	45,983,499.94
LIABILITIES & FUND EQUITY									
LIABILITIES:								0.00	
								0.00	
ACCOUNTS PAYABLE	102,761.61			0.00				102,761.61	102,382.20
TEMPORARY LOANS/FINANCING	0.00							0.00	0.00
ACCRUED WAGES & BENEFITS	218,012.00						223,547.51	441,559.51	423,054.00
UNREMITTED WITHHOLDINGS	25,617.13							25,617.13	46,464.76
RECORD DEPOSITS PAYABLE	25,274.55							25,274.55	25,364.55
DUE TO OTHER FUNDS	146,266.57							146,266.57	157,529.09
DUE TO OTHERS	0.00							0.00	0.00
MATURED BONDS PAYABLE								0.00	0.00
MATURED INTEREST PAYABLE			(87.50)					(87.50)	822.50
GENERAL OBLIGATION BONDS PAYABLE							3,925,000.00	3,925,000.00	4,325,000.00
TOTAL LIABILITIES	517,931.86	0.00	(87.50)	0.00	0.00	0.00	4,148,547.51	4,666,391.87	5,080,617.10
FUND EQUITY:								0.00	
INVESTMENT IN GENERAL FIXED ASSETS						34,675,626.99		34,675,626.99	38,708,244.50
FUND BALANCES:								0.00	
RESERVED FOR ENCUMBRANCES	248,354.40	3,354.60		1,541,105.54				1,792,814.54	2,132,659.96
RESERVED FOR PREPAID ITEMS								0.00	2,940.20
RESTRICTED-SPECIAL REVENUE		430.11						430.11	570.17
DESIGNATED FOR DEBT SERVICE			146,924.07					146,924.07	178,186.59
UNDESIGNATED	(598,817.10)	0.00		319,595.54	3,331.92			(275,889.64)	(120,718.38)
TOTAL FUND EQUITY	(350,462.70)	3,784.71	146,924.07	1,860,701.08	3,331.92	34,675,626.99	0.00	36,339,906.07	40,902,832.84
TOTAL LIABILITIES & FUND EQUITY	167,469.16	3,784.71	146,836.57	1,860,701.08	3,331.92	34,675,626.99	4,148,547.51	41,006,297.94	45,983,499.94

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ALLEN COUNTY PUBLIC LIBRARY
COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES--
ALL GOVERNMENTAL FUND TYPES AND EXPENDABLE TRUST FUNDS
FOR THE YEAR-TO-DATE ENDED AUGUST 31, 1988

	GOVERNMENTAL FUND TYPES				FIDUCIARY FUND TYPE	TOTALS (MEMORANDUM ONLY) YEAR-TO-DATE	
	GENERAL	SPECIAL REVENUE	DEBT SERVICE	CAPITAL PROJECTS	EXPENDABLE TRUST	AUG 31, 1988	AUG 31, 1987
REVENUES:							
AUTO EXCISE TAX	279,241.82		15,375.25			294,617.07	516,625.92
REAL PROPERTY TAX LEVY	3,053,410.89		168,123.01			3,221,533.90	3,347,273.61
INTANGIBLES TAX	54,242.47		2,986.64			57,229.11	60,943.44
USER FEES	148,630.85					148,630.85	146,171.83
INTERGOVERNMENTAL REVENUE	92,905.35					92,905.35	166,034.53
PARKING FEES	96,445.07					96,445.07	75,748.81
GIFTS & DONATIONS	2,119.30	6,478.41				8,597.71	2,661.08
INTEREST	30,665.01			84,188.42	43.21	114,896.64	150,224.93
OTHER REVENUES	26,596.66					26,596.66	30,555.80
TOTAL REVENUES	3,784,257.42	6,478.41	186,484.90	84,188.42	43.21	4,061,452.36	4,496,239.95
EXPENDITURES--CURRENT:							
COMPENSATION & BENEFITS	2,823,679.23					2,823,679.23	2,698,808.18
SUPPLIES	195,408.50	1,286.26		7,008.26		203,703.02	275,512.22
PROFESSIONAL SERVICES	68,909.23	130.00		24.00		69,063.23	80,068.21
COMMUNICATION & TRANSPORTATION	126,588.97			114.19		126,703.16	118,275.37
INSURANCE	24,374.00					24,374.00	31,173.00
UTILITY SERVICES	264,211.52					264,211.52	252,778.84
REPAIRS & MAINTENANCE	195,272.58			5,714.83		200,987.41	295,653.83
LEASING & MISCELLANEOUS SERVICES	167,762.48	135.00		256,464.67		424,362.15	155,638.97
EXPENDITURES--CAPITAL OUTLAY:							
GENERAL FIXED ASSETS	225,510.48			200,415.77		425,926.25	433,608.06
LIBRARY MATERIALS	768,116.16	2,857.47		25,900.00		796,873.63	904,220.44
EXPENDITURES--DEBT SERVICE:							
PRINCIPAL RETIREMENT			260,900.02			260,900.02	295,000.00
INTEREST CHARGES			72,925.00			72,925.00	269,251.46
TOTAL EXPENDITURES	4,859,833.15	4,408.73	333,825.02	495,641.72	0.00	5,693,708.62	5,809,988.58
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(1,075,575.73)	2,069.68	(147,340.12)	(411,453.30)	43.21	(1,632,256.26)	(1,313,748.63)
OTHER FINANCING SOURCES (USES):							
PROCEEDS OF G. O. BONDS						0.00	
OPERATING TRANSFERS IN						0.00	359,529.09
OPERATING TRANSFERS OUT						0.00	(360,056.80)
TOTAL OTHER FINANCING SOURCES (USES):	0.00	0.00	0.00	0.00	0.00	0.00	(527.71)
EXCESS OF REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES	(1,075,575.73)	2,069.68	(147,340.12)	(411,453.30)	43.21	(1,632,256.26)	(1,314,276.34)
FUND BALANCES-JANUARY 1, 1988	725,223.53	1,715.03	294,264.19	2,272,043.88	3,288.71	3,296,535.34	3,204,423.47
FUND BALANCE ADJUSTMENTS FROM JAN 1	(110.50)	0.00		110.50		0.00	304,491.21
FUND BALANCES-AUGUST 31, 1988	(350,462.70)	3,784.71	146,924.07	1,860,701.08	3,331.92	1,664,279.08	2,194,638.34

AUGUST 88 - UNAUDITED
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ALLEN COUNTY PUBLIC LIBRARY
COMBINED BALANCE SHEET--ALL FUND TYPES AND ACCOUNT GROUPS
AT AUGUST 31, 1988

	GOVERNMENTAL FUND TYPES				FIDUCIARY FUND TYPE	ACCOUNT GROUPS		TOTALS: (MEMORANDUM ONLY)	
	GENERAL	SPECIAL REVENUE	DEBT SERVICE	CAPITAL PROJECTS	TRUST & AGENCY	GENERAL FIXED ASSETS	GENERAL LONG-TERM DEBT	AUGUST 31 1988	AUGUST 31 1987
ASSETS									
CASH ON DEPOSIT	164,461.08	3,784.71		1,350,699.85	3,331.92			1,522,277.56	812,415.36
CASH ON HAND	2,270.50							2,270.50	2,683.90
CASH WITH FISCAL AGENT			570.00					570.00	21,480.00
INVESTMENTS AT COST OR AMORTIZED COST				500,000.00				500,000.00	1,743,216.00
TAXES DUE FROM COUNTY GOVERNMENT								0.00	0.00
ACCRUED INTEREST				10,001.23				10,001.23	541.09
DUE FROM OTHER GOVERNMENTS	737.58							737.58	2,100.00
DUE FROM OTHER FUNDS			146,266.57					146,266.57	157,529.09
PREPAID EXPENDITURES								0.00	3,940.00
FIXED ASSETS:								0.00	
LAND						1,427,900.48		1,427,900.48	1,427,900.48
BUILDINGS						7,782,544.69		7,782,544.69	7,782,544.69
LESS ACCUMULATED DEPRECIATION						(2,715,184.07)		(2,715,184.07)	
FURNITURE AND EQUIPMENT						5,003,454.32		5,003,454.32	3,481,937.61
LESS ACCUMULATED DEPRECIATION						(3,125,304.83)		(3,125,304.83)	
ACPL LIBRARY COLLECTION						26,302,216.40		26,302,216.40	26,015,861.72
AVAILABLE IN DEBT SERVICE FUND							146,266.57	146,266.57	178,186.59
AMOUNT TO BE PROVIDED--RETIREMENT OF L/T DEBT							3,778,733.43	3,778,733.43	4,146,813.41
AMOUNT TO BE PROVIDED--VACATION PAY LIABILITY							223,547.51	223,547.51	206,350.00
TOTAL ASSETS	167,469.16	3,784.71	146,836.57	1,860,701.08	3,331.92	34,675,626.99	4,148,547.51	41,006,297.94	45,983,499.94
LIABILITIES & FUND EQUITY								0.00	
LIABILITIES:								0.00	
ACCOUNTS PAYABLE	102,761.61			0.00				102,761.61	102,382.20
TEMPORARY LOANS/FINANCING	0.00							0.00	0.00
ACCRUED WAGES & BENEFITS	218,012.00						223,547.51	441,559.51	423,054.00
UNREMITTED WITHHOLDINGS	25,617.13							25,617.13	46,464.76
RECORD DEPOSITS PAYABLE	25,274.55							25,274.55	25,364.55
DUE TO OTHER FUNDS	146,266.57							146,266.57	157,529.09
DUE TO OTHERS	0.00							0.00	0.00
MATURED BONDS PAYABLE								0.00	0.00
MATURED INTEREST PAYABLE			(87.50)					(87.50)	822.50
GENERAL OBLIGATION BONDS PAYABLE							3,925,000.00	3,925,000.00	4,325,000.00
TOTAL LIABILITIES	517,931.86	0.00	(87.50)	0.00	0.00	0.00	4,148,547.51	4,666,391.87	5,080,617.10
FUND EQUITY:								0.00	
INVESTMENT IN GENERAL FIXED ASSETS						34,675,626.99		34,675,626.99	38,708,244.50
FUND BALANCES:								0.00	
RESERVED FOR ENCUMBRANCES	248,354.40	3,354.60		1,541,105.54				1,792,814.54	2,132,659.96
RESERVED FOR PREPAID ITEMS								0.00	3,940.00
RESTRICTED-SPECIAL REVENUE		430.11						430.11	570.17
DESIGNATED FOR DEBT SERVICE			146,924.07					146,924.07	178,186.59
UNDESIGNATED	(598,817.10)	0.00		319,595.54	3,331.92			(275,889.64)	(120,718.38)
TOTAL FUND EQUITY	(350,462.70)	3,784.71	146,924.07	1,860,701.08	3,331.92	34,675,626.99	0.00	36,339,906.07	40,902,882.04
TOTAL LIABILITIES & FUND EQUITY	167,469.16	3,784.71	146,836.57	1,860,701.08	3,331.92	34,675,626.99	4,148,547.51	41,006,297.94	45,983,499.94

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

September 22, 1988

RESOLUTION TO APPROVE A CONTRACT WITH THE INDIANA STATE LIBRARY FOR ADMINISTRATION OF A LIBRARY SERVICES AND CONSTRUCTION ACT GRANT IN THE AMOUNT OF $38,240 TO PERFORM SERVICES AS A SUBREGIONAL LIBRARY FOR THE BLIND AND PHYSICALLY HANDICAPPED	)	No. 1988-31

RESOLVED, by the Board of Library Trustees, Allen County Public Library, Allen County, Indiana,

Section 1. That the contract with the Indiana State Library for administration of a Library Services and Construction Act grant in the amount of $38,240 to perform services as a subregional library for the blind and physically handicapped is hereby approved;

Section 2. Mary M. Koehlinger, President, and Jeffrey R. Krull, Director, are hereby authorized and directed to execute this contract on behalf of the Allen County Public Library.

Adopted this 22nd day of September, 1988.

Mary M. Koehlinger

Mary M. Koehlinger, President

Charles E. Coleman

Charles E. Coleman, Secretary

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

September 22, 1988)
)
A RESOLUTION TO TRANSFER APPROPRIATIONS) No. 1988-32
WITHIN THE GENERAL FUND)

WHEREAS, It has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget for the various functions of the Allen County Public Library, and

WHEREAS, It has been shown that certain existing appropriations now have unobligated balances which will not be needed for the purposes for which appropriated, it is therefore

RESOLVED, By the Board of Library Trustees, Allen County Public Library, Allen County, Indiana:

Section 1. That for the expenses of the public library the following sums of money are hereby appropriated and ordered set apart out of the several funds herein named and for the purposes herein specified, subject to the laws governing the same:

LIBRARY OPERATING FUND	AMOUNT APPROPRIATED
3702 Government Rental/Leasing.....	$ 4,000.00
4401 Furniture and Equipment.....	$ 4,753.58
Total	$ 8,753.58

Section 2. That the following existing appropriations be reduced in the following amounts:

LIBRARY OPERATING FUND	AMOUNT REDUCED
3601 Buildings Repair and Maintenance	$ 4,000.00
4409 Buildings.....	$ 4,753.58
Total	$ 8,753.58

Presented to the Allen County Public Library Board, read in full and adopted this 22nd day of September, 1988, by the following aye and nay vote.

Aye	Nay
Dean McMahan	
Charles E. Colerman	
Philip Arnold	
Mary Loehringer	
Lee Yates	
[illegible]	
Patricia E. Riley	

ALLEN COUNTY PUBLIC LIBRARY
COMBINED BALANCE SHEET--ALL FUND TYPES AND ACCOUNT GROUPS
AT SEPTEMBER 30, 1988

	GOVERNMENTAL FUND TYPES				FIDUCIARY FUND TYPE	ACCOUNT GROUPS		TOTALS: (MEMORANDUM ONLY)	
	GENERAL	SPECIAL REVENUE	DEBT SERVICE	CAPITAL PROJECTS	TRUST & AGENCY	GENERAL FIXED ASSETS	GENERAL LONG-TERM DEBT	SEPTEMBER 30 1988	SEPTEMBER 30 1987
ASSETS									
CASH ON DEPOSIT	90,219.59	4,318.88		1,303,782.99	3,331.92			1,401,653.38	622,335.85
CASH ON HAND	2,624.50							2,624.50	2,538.50
CASH WITH FISCAL AGENT			570.00					570.00	1,050.00
INVESTMENTS AT COST OR AMORTIZED COST				500,000.00				500,000.00	1,747,841.00
TAXES DUE FROM COUNTY GOVERNMENT								0.00	0.00
ACCRUED INTEREST				13,062.87				13,062.87	4,599.09
DUE FROM OTHER GOVERNMENTS	737.58							737.58	1,638.67
DUE FROM OTHER FUNDS			146,266.57					146,266.57	157,529.09
PREPAID EXPENDITURES								0.00	0.00
FIXED ASSETS:								0.00	
LAND						1,427,900.48		1,427,900.48	1,427,900.48
BUILDINGS						7,782,544.69		7,782,544.69	7,782,544.69
LESS ACCUMULATED DEPRECIATION						(2,715,184.07)		(2,715,184.07)	
FURNITURE AND EQUIPMENT						5,003,454.32		5,003,454.32	3,481,937.61
LESS ACCUMULATED DEPRECIATION						(3,125,304.83)		(3,125,304.83)	
ACPL LIBRARY COLLECTION						26,382,216.40		26,382,216.40	26,015,861.72
AVAILABLE IN DEBT SERVICE FUND							146,266.57	146,266.57	158,186.59
AMOUNT TO BE PROVIDED--RETIREMENT OF L/T DEBT							3,778,733.43	3,778,733.43	4,166,813.41
AMOUNT TO BE PROVIDED--VACATION PAY LIABILITY							217,607.51	217,607.51	204,679.00
TOTAL ASSETS	93,581.67	4,318.88	146,836.57	1,816,845.86	3,331.92	34,675,626.99	4,142,607.51	40,883,149.40	45,775,455.70
LIABILITIES & FUND EQUITY								0.00	
LIABILITIES:								0.00	
ACCOUNTS PAYABLE	39,101.80	7.56		0.00				39,109.36	44,446.71
TEMPORARY LOANS/FINANCING	660,000.00							660,000.00	284,012.00
ACCRUED WAGES & BENEFITS	96,585.00						217,607.51	314,192.51	435,742.00
UNREMITTED WITHHOLDINGS	41,528.16							41,528.16	52,950.11
RECORD DEPOSITS PAYABLE	25,269.55							25,269.55	25,359.55
DUE TO OTHER FUNDS	146,266.57							146,266.57	157,529.09
DUE TO OTHERS	0.00							0.00	0.00
MATURED BONDS PAYABLE								0.00	0.00
MATURED INTEREST PAYABLE			(87.50)					(87.50)	939.17
GENERAL OBLIGATION BONDS PAYABLE							3,925,000.00	3,925,000.00	4,325,000.00
TOTAL LIABILITIES	1,008,751.08	7.56	(87.50)	0.00	0.00	0.00	4,142,607.51	5,151,278.65	5,325,948.63
FUND EQUITY:								0.00	
INVESTMENT IN GENERAL FIXED ASSETS						34,675,626.99		34,675,626.99	38,708,244.50
FUND BALANCES:								0.00	
RESERVED FOR ENCUMBRANCES	354,803.13	339.10		1,487,556.55				1,842,698.78	2,117,040.24
RESERVED FOR PREPAID ITEMS								0.00	0.00
RESTRICTED-SPECIAL REVENUE		3,972.22						3,972.22	1,146.67
DESIGNATED FOR DEBT SERVICE			146,924.07					146,924.07	158,186.59
UNDESIGNATED	(1,269,972.54)	(0.00)		329,289.31	3,331.92			(937,351.31)	(535,110.93)
TOTAL FUND EQUITY	(915,169.41)	4,311.32	146,924.07	1,816,845.86	3,331.92	34,675,626.99	0.00	35,731,870.75	40,449,507.07
TOTAL LIABILITIES & FUND EQUITY	93,581.67	4,318.88	146,836.57	1,816,845.86	3,331.92	34,675,626.99	4,142,607.51	40,883,149.40	45,775,455.70

MODIFIED ACCRUAL
UNAUDITED
SEPTEMBER 88
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ALLEN COUNTY PUBLIC LIBRARY
COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
ALL GOVERNMENTAL FUND TYPES AND EXPENDABLE TRUST FUNDS
FOR THE YEAR-TO-DATE ENDED SEPTEMBER 30, 1988

	GOVERNMENTAL FUND TYPES				FIDUCIARY FUND TYPE	TOTALS (MEMORANDUM ONLY)	
	GENERAL	SPECIAL REVENUE	DEBT SERVICE	CAPITAL PROJECTS	EXPENDABLE TRUST	YEAR-TO-DATE SEPT 30, 1988	YEAR-TO-DATE SEPT 30, 1987
REVENUES:							
AUTO EXCISE TAX	279,241.82		15,375.25			294,617.07	516,625.92
REAL PROPERTY TAX LEVY	3,053,410.89		168,123.01			3,221,533.90	3,347,273.61
INTANGIBLES TAX	54,242.47		2,986.64			57,229.11	60,943.44
USER FEES	169,597.36					169,597.36	162,152.79
INTERGOVERNMENTAL REVENUE	94,582.35					94,582.35	169,603.86
PARKING FEES	108,684.32					108,684.32	84,861.66
GIFTS & DONATIONS	2,128.80	11,308.61				13,437.41	3,186.60
INTEREST	32,086.83			94,675.78	43.21	126,805.82	164,184.91
OTHER REVENUES	30,742.83					30,742.83	36,214.14
TOTAL REVENUES	3,824,717.67	11,308.61	186,484.90	94,675.78	43.21	4,117,230.17	4,545,046.93
EXPENDITURES--CURRENT:							
COMPENSATION & BENEFITS	3,155,658.92					3,155,658.92	2,994,301.66
SUPPLIES	210,902.48	1,642.29		7,008.26		219,553.03	289,865.85
PROFESSIONAL SERVICES	71,193.78	880.00		24.00		72,087.78	86,495.22
COMMUNICATION & TRANSPORTATION	138,844.45			133.18		138,977.63	130,899.94
INSURANCE	35,321.00					35,321.00	31,198.00
UTILITY SERVICES	317,551.09					317,551.09	282,627.91
REPAIRS & MAINTENANCE	208,306.29			5,714.83		214,021.12	327,749.92
LEASING & MISCELLANEOUS SERVICES	182,233.41	135.00		310,788.26		493,156.67	169,428.13
EXPENDITURES--CAPITAL OUTLAY:							
GENERAL FIXED ASSETS	241,959.91	190.00		200,415.77		442,565.68	442,969.41
LIBRARY MATERIALS	903,046.34	5,857.47		25,900.00		934,803.81	969,406.10
EXPENDITURES--DEBT SERVICE:							
PRINCIPAL RETIREMENT			260,900.02			260,900.02	295,000.00
INTEREST CHARGES			72,925.00			72,925.00	269,251.46
TOTAL EXPENDITURES	5,465,007.67	8,704.76	333,825.02	549,984.30	0.00	6,357,521.75	6,287,593.60
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(1,640,290.00)	2,603.85	(147,340.12)	(455,308.52)	43.21	(2,240,291.58)	(1,742,546.67)
OTHER FINANCING SOURCES (USES):							
PROCEEDS OF G. O. BONDS						0.00	
OPERATING TRANSFERS IN						0.00	359,529.09
OPERATING TRANSFERS OUT						0.00	(359,818.19)
TOTAL OTHER FINANCING SOURCES (USES):	0.00	0.00	0.00	0.00	0.00	0.00	(289.10)
EXCESS OF REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES	(1,640,290.00)	2,603.85	(147,340.12)	(455,308.52)	43.21	(2,240,291.58)	(1,742,835.77)
FUND BALANCES-JANUARY 1, 1988	725,223.53	1,715.03	294,264.19	2,272,043.88	3,288.71	3,296,535.34	3,204,423.47
FUND BALANCE ADJUSTMENTS FROM JAN 1	(110.50)	0.00		110.50		0.00	279,674.87
FUND BALANCES-SEPTEMBER 30, 1988	(915,176.97)	4,318.88	146,924.07	1,816,845.86	3,331.92	1,056,243.76	1,741,262.57

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ALLEN COUNTY PUBLIC LIBRARY
INTERNAL BUDGETARY STATEMENT--GENERAL FUND ONLY
FOR THE YEAR-TO-DATE ENDED September 30, 1988

11-Oct-88

GL#	CATEGORY	1988 APPROPRIATION ADVERTISED	1988 APPROPRIATION CURRENT	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/87 (+)	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 9/30/88 (-)	ACCRUAL BASIS YEAR-TO-DATE ACTUAL	ACCRUAL BASIS PERCENT REMAINING	ENCUMBRANCE BASIS OPEN ENCUMBRANCES	ENCUMBRANCE BASIS YEAR-TO-DATE ENCUMBERED	ENCUMBRANCE BASIS UNENCUMBERED BALANCE	ENCUMBRANCE BASIS PERCENT REMAINING
	REVENUES:												
5101	AUTO EXCISE TAX	802,259	802,259	279,241.82				279,241.82					
5102	REAL PROPERTY TAX LEVY	5,843,229	5,843,229	3,053,410.89				3,053,410.89					
5103	INTANGIBLES TAX	99,964	99,964	54,242.47				54,242.47					
	TOTAL LOCAL TAX REVENUES	6,744,452	6,744,452	3,386,895		0.00	0.00	3,386,895.18					
5201	PHOTOCOPYING FEES	106,000	106,000	84,580.50				84,580.50					
5202	EXTENDED USE FEES	112,000	112,000	84,992.86		(24.00)	0.00	85,016.86					
	TOTAL USER FEES	218,000	218,000	169,573.36		(24.00)	0.00	169,597.36					
5301	FEDERAL OPERATING GRANTS	0	0	0.00				0.00					
5302	STATE OPERATING GRANTS	31,500	31,500	94,582.35				94,582.35					
5303	CITY OPERATING GRANTS	0	0	0.00				0.00					
	TOTAL GRANTS	31,500	31,500	94,582.35		0.00	0.00	94,582.35					
5401	PARKING REVENUES-239 W WAYNE	76,400	76,400	52,800.00				52,800.00					
5402	PARKING REVENUES-900 S HARRISON	76,400	76,400	52,800.00				52,800.00					
5403	PARKING REVENUES-236 W WASHINGTON	200	200	2,284.32				2,284.32					
5404	OTHER PARKING REVENUES	0	0	800.00				800.00					
	TOTAL PARKING REVENUES	153,000	153,000	108,684.32		0.00	0.00	108,684.32					
5501	SERVICE CENTER RENT	9,120	9,120	7,200.00				7,200.00					
5502	OTHER RENTAL INCOME			640.00				640.00					
5601	UNRESTRICTED GIFTS & DONATIONS	2,500	2,500	2,128.80				2,128.80					
5650	INTEREST	18,000	18,000	32,086.83				32,086.83					
				0.00									
5701	ACPL PUBLICATIONS	0	0	402.75			0.00	402.75					
5702	RESEARCH SERVICES	0	0	6,796.89				6,796.89					
5703	LOST/DAMAGED LIBRARY MATERIALS	9,000	9,000	8,773.39				8,773.39					
5704	REFUNDS/DISCOUNTS EARNED	0	0	3,887.47				3,887.47					
5705	INSURANCE CLAIM PAYMENTS	0	0	0.00				0.00					
5706	OTHER REVENUES	25,000	25,000	3,042.33				3,042.33					
	TOTAL MISCELLANEOUS REVENUES	34,000	34,000	22,902.83		0.00	0.00	22,902.83					
	TOTAL REVENUES	7,210,572	7,210,572	3,824,693.67		(24.00)	0.00	3,824,717.67					

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INTERNAL BUDGETARY STATEMENT--GENE[illegible] UND ONLY
FOR THE YEAR-TO-DATE ENDED Sep[illegible] 30, 1988

GL#	CATEGORY	1988 APPROPRIATION ADVERTISED	1988 APPROPRIATION CURRENT	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/87 +	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 9/30/88 -	ACCRUAL BASIS YEAR-TO-DATE ACTUAL	ACCRUAL BASIS PERCENT REMAINING	ENCUMBRANCE BASIS OPEN ENCUMBRANCES	ENCUMBRANCE BASIS YEAR-TO-DATE ENCUMBERED	ENCUMBRANCE BASIS UNENCUMBERED BALANCE	ENCUMBRANCE BASIS PERCENT REMAINING
	EXPENDITURES:												
	** PERSONAL SERVICES **												
1101	SALARIED TIME WORKED	2,297,000	2,339,106	1,733,204.68	25.90%	63,166.74	42,155.00	1,712,192.94	26.80%		1,733,204.68	605,901.32	25.90%
1102	SALARIED OVERTIME	6,000	6,000	2,711.80	54.80%			2,711.80	54.80%		2,711.80	3,288.20	54.80%
1103	SALARIED VACATION	168,500	170,500	137,353.97	19.44%			137,353.97	19.44%		137,353.97	33,146.03	19.44%
1104	SALARIED SICK PAY	66,400	66,400	42,124.29	36.56%			42,124.29	36.56%		42,124.29	24,275.71	36.56%
1105	SALARIED DISABILITY PAY	8,100	8,100	1,630.23	79.87%			1,630.23	79.87%		1,630.23	6,469.77	79.87%
1106	SALARIED HOLIDAY	81,400	81,400	83,852.96	-3.01%			83,852.96	-3.01%		83,852.96	(2,452.96)	-3.01%
1107	SALARIED JURY DUTY	200	200	408.42	-104.21%			408.42	-104.21%		408.42	(208.42)	-104.21%
1108	SALARIED DEATH-IN-FAMILY	3,400	3,400	2,368.67	30.33%			2,368.67	30.33%		2,368.67	1,031.33	30.33%
1109	SALARIED TRAVEL/MEETINGS	40,800	40,800	29,080.09	28.73%			29,080.09	28.73%		29,080.09	11,719.91	28.73%
1110	SALARIED PREMIUM TIME	12,000	12,000	9,215.23	23.21%			9,215.23	23.21%		9,215.23	2,784.77	23.21%
1111	SALARIED TAXABLE FRINGE BENEFITS	0	0	0.00				0.00			0.00	0.00	
1112	SALARIED RELOCATION	2,000	2,000	1,000.00				1,000.00			1,000.00	1,000.00	50.00%
	TOTAL SALARIES	2,685,800	2,729,906	2,042,950.34	25.16%	63,166.74	42,155.00	2,021,938.60	25.93%	0.00	2,042,950.34	686,955.66	25.16%
1201	HOURLY TIME WORKED	685,400	692,294	547,560.62	20.91%	51,681.88	14,811.00	510,689.74	26.23%		547,560.62	144,733.38	20.91%
1202	HOURLY OVERTIME	1,000	1,000	5,984.81	-498.48%			5,984.81	-498.48%		5,984.81	(4,984.81)	-498.48%
1203	HOURLY VACATION	20,800	20,800	24,322.52	-16.94%			24,322.52	-16.94%		24,322.52	(3,522.52)	-16.94%
1204	HOURLY SICK PAY	1,800	1,800	1,649.27	8.37%			1,649.27	8.37%		1,649.27	150.73	8.37%
1205	HOURLY DISABILITY PAY	0	0	4,016.67				4,016.67			4,016.67	(4,016.67)	
1206	HOURLY HOLIDAY	13,000	13,000	12,228.35	5.94%			12,228.35	5.94%		12,228.35	771.65	5.94%
1207	HOURLY JURY DUTY	110	110	26.35	76.05%			26.35	76.05%		26.35	83.65	76.05%
1208	HOURLY DEATH-IN-FAMILY	700	700	751.77	-7.40%			751.77	-7.40%		751.77	(51.77)	-7.40%
1209	HOURLY TRAVEL/MEETINGS	1,825	1,825	1,147.06	37.15%			1,147.06	37.15%		1,147.06	677.94	37.15%
	TOTAL HOURLY WAGES	724,635	731,529	597,687.42	18.30%	51,681.88	14,811.00	560,816.54	23.34%	0.00	597,687.42	133,841.58	18.30%
1301	SUMMER EMPLOYEES- TIME WORKED	115,000	115,000	108,567.51	5.59%			108,567.51	5.59%		108,567.51	6,432.49	5.59%
1302	SUMMER EMPLOYEES-OVERTIME	0	0	44.49				44.49			44.49	(44.49)	
1401	SHORT-TERM STAFF TIME WORKED	22,000	22,000	23,249.33	-5.68%			23,249.33	-5.68%		23,249.33	(1,249.33)	-5.68%
1402	SHORT-TERM STAFF OVERTIME	0	0	0.00				0.00			0.00	0.00	
	TOTAL SUMMER & SHORT-TERM STAFF	137,000	137,000	131,861.33	3.75%	0.00	0.00	131,861.33	3.75%	0.00	131,861.33	5,138.67	3.75%
	TOTAL COMPENSATION	3,547,435	3,598,435	2,772,499.09	22.95%	114,848.62	56,966.00	2,714,616.47	24.56%	0.00	2,772,499.09	825,935.91	22.95%
1501	EMPLOYER FICA	265,500	272,000	208,271.82	23.43%	8,211.68	4,278.00	204,338.14	24.88%		208,271.82	63,728.18	23.43%
1502	UNEMPLOYMENT REIMBURSEMENT	5,400	6,272	2,024.03	67.73%		384.00	2,409.03	61.61%		2,408.03	3,863.97	61.61%
1503	EMPLOYER PERF	127,500	133,400	97,879.70	26.63%	33,264.92	35,341.00	99,955.78	25.07%		97,879.70	35,520.30	26.63%
1504	GROUP INSURANCE	173,460	174,760	134,527.22	23.02%	186.72	0.00	134,340.50	23.13%		134,527.22	40,232.78	23.02%
	TOTAL EMPLOYEE BENEFITS	571,860	586,432	442,702.77	24.51%	41,663.32	40,003.00	441,042.45	24.79%	0.00	443,086.77	143,345.23	24.44%
	TOTAL PERSONAL SERVICES	4,119,295	4,184,867	3,215,201.86	23.17%	156,511.94	96,969.00	3,155,658.92	24.59%	0.00	3,215,585.86	969,281.14	23.16%

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ALLEN COUNTY PUBLIC LIBRARY
INTERNAL BUDGETARY STATEMENT--GENERAL FUND ONLY
FOR THE YEAR-TO-DATE ENDED September 30, 1988

Oct-88

GL#	CATEGORY	1988 APPROPRIATION ADVERTISED	1988 APPROPRIATION CURRENT	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/87 +	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 9/30/88 -	ACCRUAL BASIS YEAR-TO-DATE ACTUAL	ACCRUAL BASIS PERCENT REMAINING	ENCUMBRANCE BASIS OPEN ENCUMBRANCES	ENCUMBRANCE BASIS YEAR-TO-DATE ENCUMBERED	ENCUMBRANCE BASIS UNENCUMBERED BALANCE	ENCUMBRANCE BASIS PERCENT REMAINING
** SUPPLIES **													
2101	OFFICE SUPPLIES	65,000	46,700	20,883.02	55.28%	1,078.06	641.85	20,446.81	56.22%	3,341.45	24,866.32	21,833.68	46.75%
	TOTAL OFFICE SUPPLIES	65,000	46,700	20,883.02	55.28%	1,078.06	641.85	20,446.81	56.22%	3,341.45	24,866.32	21,833.68	46.75%
2201	CLEANING SUPPLIES	16,000	19,000	17,616.15	7.28%	782.54	407.71	17,321.32	8.84%	785.00	18,809.66	190.34	1.00%
2202	VEHICLE FUEL	13,000	13,000	9,179.29	29.39%	59.44	0.00	9,119.85	29.85%		9,179.29	3,820.71	29.39%
2203	HEATING OIL	10,000	10,000	3,220.95	67.79%		0.00	3,220.95	67.79%		3,220.95	6,779.05	67.79%
2204	COPIER SUPPLIES	34,500	43,500	34,559.93	20.55%	1516.87	0.00	33,043.06	24.04%	2,302.80	36,862.73	6,637.27	15.26%
2205	LIBRARY MATERIALS SUPPLIES	13,000	21,000	20,156.81	4.02%		0.00	20,156.81	4.02%	752.42	20,909.23	90.77	0.43%
2206	MATERIALS ACCESS SUPPLIES	16,000	11,000	8,576.61	22.03%		571.70	9,148.31	16.83%	183.50	9,331.81	1,668.19	15.17%
2207	CRAFT SUPPLIES	5,500	5,500	3,484.87	36.64%	31.12	108.91	3,562.66	35.22%	45.69	3,639.67	1,860.33	33.82%
2208	OTHER OPERATING SUPPLIES	92,000	92,000	78,875.12	14.27%	1727.55	824.41	77,971.98	15.25%	2,021.62	81,721.15	10,278.85	11.17%
	TOTAL OPERATING SUPPLIES	260,000	215,000	175,669.73	18.29%	4,037.52	1,912.73	173,544.94	19.28%	6,092.03	183,674.49	31,325.51	14.57%
2301	MAINTENANCE SUPPLIES	18,000	17,000	8,809.34	48.18%	147.94	194.38	8,855.78	47.91%	1,174.70	10,178.42	6,821.58	40.13%
2302	REPAIR PARTS	17,000	18,000	8,086.90	55.07%	351.95	320.00	8,054.95	55.25%	202.81	8,609.71	9,390.29	52.17%
	TOTAL MAINTENANCE SUPPLIES	35,000	35,000	16,896.24	51.73%	499.89	514.38	16,910.73	51.68%	1,377.51	18,788.13	16,211.87	46.32%
	TOTAL SUPPLIES	300,000	296,700	213,448.99	28.06%	5,615.47	3,068.96	210,902.48	28.92%	10,310.99	227,328.94	69,371.06	23.38%

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ALLEN COUNTY PUBLIC LIBRARY
INTERNAL BUDGETARY STATEMENT--GENERAL FUND ONLY
FOR THE YEAR-TO-DATE ENDED September 30, 1988

Oct-88.

GL#	CATEGORY	1988 APPROPRIATION ADVERTISED	1988 APPROPRIATION CURRENT	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/87 +	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 9/30/88 -	ACCRUAL BASIS YEAR-TO-DATE ACTUAL	ACCRUAL BASIS PERCENT REMAINING	ENCUMBRANCE BASIS OPEN ENCUMBRANCES	ENCUMBRANCE BASIS YEAR-TO-DATE ENCUMBERED	ENCUMBRANCE BASIS UNENCUMBERED BALANCE	ENCUMBRANCE BASIS PERCENT REMAINING
**	OTHER SERVICES AND CHARGES **												
3101	CONSULTING	37,000	3,560	3,560.00	0.00%			3,560.00	0.00%	0.00	3,560.00	0.00	0.00%
3102	ENGINEERING & ARCHITECTURAL	5,000	45,500	45,270.75	0.50%	3,264.00	0.00	42,006.75	7.68%	0.00	45,270.75	229.25	0.50%
3103	LEGAL SERVICES	2,500	6,000	4,218.25	29.70%	304.00	0.00	3,914.25	34.76%	0.00	4,218.25	1,781.75	29.70%
3104	PROGRAM PRESENTERS	5,500	5,500	1,586.50	71.15%		0.00	1,586.50	71.15%	25.00	1,611.50	3,888.50	70.70%
3105	TEMPORARY HELP SERVICES	47,000	33,000	9,041.48	72.60%	1,218.79	945.96	8,768.65	73.43%	0.00	9,987.44	23,012.56	69.74%
3106	OTHER PROFESSIONAL SERVICES	8,000	14,440	11,420.14	20.91%	72.51	0.00	11,347.63	21.42%	670.40	12,090.54	2,349.46	16.27%
	TOTAL PROFESSIONAL SERVICES	105,000	108,000	75,097.12	30.47%	4,859.30	945.96	71,183.78	34.09%	695.40	76,738.48	31,261.52	28.95%
3201	TELEPHONE SERVICE	85,000	83,000	57,649.04	30.54%	1,030.72	319.00	56,937.32	31.40%	0.00	57,968.04	25,031.96	30.16%
3202	POSTAGE & SHIPPING	58,000	58,000	45,052.90	22.32%	35.84	24.28	45,041.34	22.34%	6,000.00	51,077.18	6,922.82	11.94%
3203	TRAVEL & MEETINGS	26,000	26,000	20,360.41	21.69%		0.00	20,360.41	21.69%	0.00	20,360.41	5,639.59	21.69%
3204	RECRUITING	4,500	4,500	3,381.51	24.86%		0.00	3,381.51	24.86%	0.00	3,381.51	1,118.49	24.86%
3205	TRAINING & DEVELOPMENT	15,000	15,000	6,975.00	53.50%		0.00	6,975.00	53.50%	0.00	6,975.00	8,025.00	53.50%
	COMMUNICATION & TRANSPORTATION	188,500	186,500	133,418.86	28.46%	1,066.56	343.28	132,695.58	28.85%	6,000.00	139,762	46,738	25.06%
3301	PUBLICATION OF LEGAL NOTICES	700	700	250.00	64.29%		0.00	250.00	64.29%	0.00	250.00	450.00	64.29%
3302	OUTSIDE VENDOR PRINTING	9,000	9,000	6,026.87	33.03%	225.00	97.00	5,898.87	34.46%	185.00	6,308.87	2,691.13	29.90%
	TOTAL PUBLICATION & PRINTING	9,700	9,700	6,276.87	35.29%	225.00	97.00	6,148.87	36.61%	185.00	6,558.87	3,141.13	32.38%
3401	INSURANCE	110,000	110,000	38,955.00	64.59%	3,634.00	0.00	35,321.00	67.89%	0.00	38,955.00	71,045.00	64.59%
	TOTAL INSURANCE	110,000	110,000	38,955.00	64.59%	3,634.00	0.00	35,321.00	67.89%	0.00	38,955.00	71,045.00	64.59%
3501	NATURAL GAS	92,600	92,600	57,992.64	37.37%		3.45	57,996.09	37.37%	0.00	57,996.09	34,603.91	37.37%
3502	ELECTRICITY	272,000	272,000	227,601.53	16.32%		19,924.78	247,526.31	9.00%	0.00	247,526.31	24,473.69	9.00%
3503	WATER & SEWER	9,000	9,000	6,128.57	31.90%		1,142.12	7,270.69	19.21%	0.00	7,270.69	1,729.31	19.21%
3504	TRASH DISPOSAL	6,400	6,400	4,758.00	25.66%		0.00	4,758.00	25.66%	1,581.00	6,339.00	61.00	0.95%
	TOTAL UTILITY SERVICES	380,000	380,000	296,480.74	21.98%	0.00	21,070.35	317,551.09	16.43%	1,581.00	319,132.09	60,867.91	16.02%
3601	BUILDING REPAIR & MAINTENANCE	80,000	52,000	21,901.70	57.88%	139.39	789.93	22,552.24	56.63%	7,401.00	38,092.63	21,907.37	42.13%
3602	HVAC SERVICE	17,000	26,000	20,710.23	20.35%	1,953.50	0.00	18,756.73	27.86%	640.00	21,350.23	4,649.77	17.88%
3603	LANDSCAPING SERVICES	16,000	16,000	13,226.51	17.33%	0.00	0.00	13,226.51	17.33%	2,351.06	15,577.57	422.43	2.64%
3604	COMPUTER MAINTENANCE	135,000	135,000	88,669.30	34.32%	23,995.40	4.50	64,678.40	52.09%	38,585.00	119,258.80	15,741.20	11.66%
3605	COPIER SERVICE	25,000	27,000	22,388.41	17.08%	1,800.00	0.00	20,588.41	23.75%	3,621.00	26,009.41	990.59	3.67%
3606	VEHICLE SERVICE	23,000	23,000	15,469.12	32.74%	61.25	0.00	15,407.87	33.01%	641.66	16,110.78	6,889.22	29.95%
3607	OTHER EQUIPMENT SERVICE	50,000	65,000	53,450.01	17.77%	1,401.13	1,047.25	53,096.13	18.31%	7,167.93	61,605.24	3,394.76	5.22%
	TOTAL REPAIRS & MAINTENANCE	346,000	344,000	235,815.28	31.45%	29,350.67	1,841.68	208,306.29	39.45%	52,347.70	290,004.66	53,995.34	15.76%
3701	REAL ESTATE RENTAL/LEASING	2,700	2,700	1,840.00	31.85%		230.00	2,070.00	23.33%	460.00	2,530.00	170.00	6.30%
3702	EQUIPMENT RENTAL/LEASING	44,000	54,000	41,776.28	22.64%	1,466.24	1,498.60	41,808.64	22.58%	9,008.94	51,283.82	2,716.18	5.03%
	LEASING & RENTALS	46,700	56,700	43,616.28	23.00%	1,466.24	1,728.60	43,878.64	22.61%	9,468.94	53,813.82	2,886.18	5.09%

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ALLEN COUNTY PUBLIC LIBRARY
INTERNAL BUDGETARY STATEMENT--GENERAL FUND ONLY
FOR THE YEAR-TO-DATE ENDED September 30, 1988

11-Oct-88

GL#	CATEGORY	1988 APPROPRIATION ADVERTISED	1988 APPROPRIATION CURRENT	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/87 (+)	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 9/30/88 (-)	ACCRUAL BASIS YEAR-TO-DATE ACTUAL	ACCRUAL BASIS PERCENT REMAINING	ENCUMBRANCE BASIS OPEN ENCUMBRANCES	ENCUMBRANCE BASIS YEAR-TO-DATE ENCUMBERED	ENCUMBRANCE BASIS UNENCUMBERED BALANCE	ENCUMBRANCE BASIS PERCENT REMAINING
3901	DUES & MEMBERSHIPS	6,900	7,700	7,289.74	5.33%		0.00	7,289.74	5.33%	0.00	7,289.74	410.26	5.33%
3902	INTEREST ON TEMPORARY LOANS	50,000	50,000	7,795.48	84.41%		0.00	7,795.48	84.41%	0.00	7,795.48	42,204.52	84.41%
3903	TAXES & ASSESSMENTS	3,300	3,300	1,420.52	56.95%		0.00	1,420.52	56.95%	0.00	1,420.52	1,879.48	56.95%
3904	TRANSFER TO LIRF FUND	0	0	0.00			0.00	0.00		0.00	0.00	0.00	
3905	MATERIALS CONSERVATION SERVICES	50,000	41,500	27,913.99	32.74%	1,425.14	1,236.26	27,725.11	33.19%	0.00	29,150.25	12,349.75	29.76%
3906	COMPUTER SERVICES	110,600	110,000	96,970.32	11.85%	2,846.40	0.00	94,123.92	14.43%	4,059.94	101,030.26	8,969.74	8.15%
	TOTAL MISCELLANEOUS SERVICES	220,200	212,500	141,390.05	33.46%	4,271.54	1,236.26	139,354.77	34.89%	4,059.94	146,686.25	65,813.75	30.97%
	TOTAL OTHER SERVICES & CHARGES	1,406,100	1,407,400	971,050.20	31.00%	44,873.31	27,263.13	953,440.02	32.26%	73,337.98	1,071,651.31	335,748.69	23.86%
	*** CAPITAL OUTLAYS ***												
4401	FURNITURE & EQUIPMENT	222,710	97,464	88,511.83	9.18%	1,905.52	503.16-	87,109.47	10.62%	2,480.10	91,495.09	5,968.49	6.12%
4403	COMPUTER EQUIPMENT	10,000	10,000	6,932.24	30.68%		110.00	7,042.24	29.58%	0.00	7,042.24	2,957.76	29.58%
4405	TELEVISION EQUIPMENT	10,000	89,599	0.00	100.00%		0.00	0.00	100.00%	78,994.10	78,994.10	10,604.90	11.84%
4407	VEHICLES	30,000	30,000	22,561.78	24.79%		0.00	22,561.78	24.79%	0.00	22,561.78	7,438.22	24.79%
4409	BUILDINGS	0	125,246	125,246.42	0.00%		0.00	125,246.42	0.00%	0.00	125,246.42	0.00	0.00%
4411	LAND	0	0	0.00			0.00	0.00		0.00	0.00	0.00	
	GENERAL FIXED ASSETS	272,710	352,309	243,252.27	30.95%	1,905.52	613.16	241,959.91	31.32%	81,474.20	325,339.63	26,969.37	7.66%
4510	BOOKS	1,431,895	1,391,895	775,543.55	44.20%	41,018.99	1,800.27	736,324.83	47.10%	160,428.23	937,772.05	454,122.95	32.63%
4520	PERIODICALS	200,000	200,000	81,766.57	59.12%	3,459.40	1,322.35	79,629.52	60.19%	4,655.94	87,744.86	112,255.14	56.13%
4530	NON-PRINT MATERIALS	160,000	160,000	85,714.25	46.43%	3,502.19	4,879.93	87,691.99	45.57%	24,895.79	114,689.97	45,310.03	28.32%
	TOTAL LIBRARY MATERIALS	1,791,895	1,751,895	943,024.37	46.17%	47,980.58	8,002.55	903,646.34	48.45%	189,179.96	1,140,206.88	611,688.12	34.92%
	TOTAL CAPITAL OUTLAYS	2,064,605	2,104,204	1,186,276.64	43.62%	49,886.10	8,615.71	1,145,006.25	45.58%	270,654.16	1,465,546.51	638,657.49	30.35%
	TOTAL EXPENDITURES	7,890,000	7,993,171	5,585,977.69	30.12%	256,686.82	135,916.80	5,465,667.67	31.63%	354,803.13	5,980,112.62	2,013,058.38	25.18%
	EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(679,428)	(782,599)	(1,761,284.02)		(256,910.82)	(135,916.80)	(1,640,290.00)		(354,803.13)	(5,980,112.62)	(2,013,058.38)	

AGENDA

Board of Library Trustees
ALLEN COUNTY PUBLIC LIBRARY
October 27, 1988
3:00 p.m. - Room 4, Main Library

1. Roll call.

2. Adoption of the agenda.

3. Approval of the minutes of the regular meeting of September 22, 1988.

4. Financial report for September, 1988.

5. Payment of bills.

6. Report of director.

7. Committee reports.

8. Personnel - Appointments.

9. Resolution No. 1988-33, "Resolution to Approve an Updated Job Classification for the Allen County Public Library."

10. Resolution No. 1988-34, "Resolution to Approve a New Pay Structure for the Allen County Public Library."

11. Resolution No. 1988-35, "In the Matter of Implementing a New Pay Structure for the Allen County Public Library."

12. Resolution No. 1988-36, "Resolution Authorizing the Prepayment of Certain Expenses."

13. Resolution No. 1988-37, "Resolution to Transfer Appropriations Within the Operating Fund."

14. Proposal to standardize opening hours at branch libraries.

15. Other business.

16. Adjournment.

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

Meeting of October 27, 1988, in Regular Session

The Board of Library Trustees of the Allen County Public Library met in regular session on Thursday, October 27, 1988, at 3:00 p.m. in room 4 of the main library. Those present were Mrs. Koehlinger, presiding, Mrs. Riley, Mr. Andorfer, Mrs. Gates, Mr. Carmean, Mr. Coleman and Mr. McMahan.

On motion of Mrs. Riley the agenda was adopted as distributed.

On motion of Mrs. Gates the minutes of the regular meeting of September 22, were approved as written.

Mr. Reitenour presented the financial report for September, 1988. The report as presented is appended to and made a part of these minutes.

Mr. Reitenour noted that a resolution to deal with timely payment of certain obligations would be taken up later in the meeting.

Mr. Krull certified that the bills summarized below were true and correct and supported by appropriate documentation to the best of his knowledge and belief. Then on motion of Mr. McMahan the bills were approved for payment.

Manual checks and wires: September					$0.00
Gross Payrolls:					
August	19	gross	$148,559.79	net	$108,584.74
September	2	gross	139,467.05	net	101,796.72
Accounts Payable Check Batches:					
August	19				50,288.07
August	26				197,785.46
September	2				86,841.90
September	9				96,128.38
Voids--8/18,8/24					(378.10)
Accounts Payable Subtotal:					$ $430,665.71
Grand Total					$ 641,047.17

Next, the director presented his report assisted by members of the staff.

Mr. Fortriede reported on library service statistics for the month of September and the year to date.

Luana Stanley gave a report on the status of the automation project. The central site hardware is currently being upgraded to incorporate the new Sequent computer. Installation is expected to take approximately two weeks. The new computer will provide increased processing power and very convenient expandability.

Mr. Krull noted that an emergency operations plan which has been in preparation for many months is nearly complete. The board will receive a full report when the plan is finished.

Mrs. Gates presented the report of the Facilities and Branch Development Committee on the selection of architects for the library's capital improvement program. The committee's report was as follows:

Nine architectural firms were interviewed on October 24 and 25 to provide professional services for the library's proposed capital improvement program. The interviews were conducted by the Facilities and Branch Development Committee along with Mr. Hodell, our project consultant, and members of the library staff.

Nine firms were selected for interviews from among the seventeen firms responding to our request for proposals. The nine firms were Grinsfelder and Associates; George Morrison and Associates; Gibson, Tourney, Kim, Inc.; Martin Riley Architects/Consultants; Archonics; Moake Associates; MSKTD and Associates; James Architects and Engineers; and Schenkel and Schultz, Inc. All committee members agreed that we are fortunate to have a large number of highly qualified architectural firms in Fort Wayne.

After a very difficult decision process, the committee has determined to recommend selection of the following firms for the various project groups of the capital improvement program.

Project Group 1 - Two new branch libraries - North and Southwest.

Moake and Associates

Project Group 2 - Renovation of main library.

Gibson, Tourney, Kim

Project Group 3 - Replacement of Tecumseh branch and renovation or replacement of New Haven Branch.

George Morrison and Associates

Project Group 4 - Renovation of remaining nine branches.

Martin Riley

The committee further recommends that the library administration be authorized to negotiate detailed contracts with the firms named, for approval by the board at a future meeting.

Mrs. Koehlinger thanked the committee on behalf of the board for the extensive research and excellent work put forth on the capital improvement program. Then Mr. Carmean moved "That the report of the Facilities and Branch Development Committee, as presented, be accepted by the board." The motion carried.

On motion of Mr. McMahan the following personnel appointments were approved.

Sharilyn Osburn	Switchboard Operator, Security	#521	$11,700.00
Catherine Birdseye	Librarian II, Readers' Services	#361	$19,800.04
Jill Cecil	Librarian II, Readers' Services	#366	$19,800.04

Mr. McMahan moved the adoption of Resolution No. 1988-33, "Resolution to Approve a Job Classification for the Allen County Public Library." The motion carried and the resolution so adopted is appended to and made a part of these minutes.

Mr. Carmean then moved the adoption of Resolution No. 1988-34, "Resolution to Approve a New Pay Structure for the Allen County Public Library." The motion carried and the resolution so adopted is appended to and made a part of these minutes.

Mrs. Gates moved the adoption of Resolution No. 1988-35, "In the Matter of Implementing a New Pay Structure for the Allen County Public Library." The motion carried and the resolution so adopted is appended to and made a part of these minutes.

Mr. McMahan moved the adoption of Resolution No. 1988-36, "Resolution Authorizing the Prepayment of Certain Expenses." After amendment and further discussion the resolution was adopted and is appended to these minutes in its final form and made a part thereof.

Mr. Carmean moved the adoption of Resolution No. 1988-37, "Resolution to Transfer Appropriations Within the Operating Fund." The motion carried and the resolution so adopted is appended to and made a part of these minutes.

There being no further business to come before the board, the meeting adjourned at 3:37 p.m.

Mary M. Koehlinger

Mary M. Koehlinger, President

Charles E. Coleman

Charles E. Coleman, Secretary

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

October 27, 1988)
) No. 1988-33
RESOLUTION TO APPROVE AN UPDATED JOB)
CLASSIFICATION FOR THE ALLEN COUNTY)
PUBLIC LIBRARY)

RESOLVED, By the Board of Library Trustees, Allen County Public Library, Allen County, Indiana, that the following job classification for the Allen County Public Library be, and hereby is approved, to become effective immediately and to be revised from time to time, on the recommendation of the library director, to reflect new positions and changes in job content and requirements.

ALLEN COUNTY PUBLIC LIBRARY
1989 JOB CLASSIFICATION
Supervisory and Management Jobs

PAY GRADE	JOB TITLE
M1	Storage shift leader
M2	Circulation records supervisor
	Circulation shift leader
M3	Housekeeping supervisor
	Security supervisor
M4	Acquisitions assistant manager
	Housekeeping Services manager
	Printing Services manager
	Storage supervisor
M5	Business & Technology assistant manager
	Genealogy Department assistant manager
	Maintenance manager
	Processing Services manager
	Security manager
	Volunteer Services manager

M6	Acquisitions manager Art, Music & Audio-Visual Services manager Business & Technology Department manager Cataloging Services manager Children's Services manager Circulation Services manager Community Relations manager Genealogy Department manager Large branch manager Georgetown branch manager Readers' Services manager Television Services manager Young Adult Services manager
M7	Branch Operations manager Financial manager Personnel manager Properties manager Systems manager Technical Services manager
M8	Associate Director

ALLEN COUNTY PUBLIC LIBRARY
1989 JOB CLASSIFICATION
Non-management Jobs

PAY GRADE	JOB TITLE
1	Technical Services Clerk
2	Branch shelver
	Circulation clerk
	Circulation filer
	Clearinghouse clerk
	Courier
	Shelver
	Third shift housekeeper
	Young Adult Services clerk
3	Art, Music, and Audio-Visual Services clerk
	Business & Technology Department clerk
	Database clerk
	Financial Services clerk
	First Shift housekeeper
	Genealogy page
	Mail clerk
	Readers' Services clerk
	Registration clerk
	Reserves clerk
	Security officer
	Supply clerk
	Young Adults Services assistant
4	Acquisitions assistant
	Branch assistant
	Branch clerk
	Children's Services page
	Circulation/AMAV desk attendant
	Community Relations clerk
	Film inspector/clerk
	Lead Processing assistant
	Lead Security officer
	Lead Systems operator
	Maintenance technician
	Microtext supervisor
	Periodicals attendant
	Printing Services assistant
	Printing Services supervisor
	Production assistant
	Property management clerk
	Secretary/Receptionist
	Switchboard operator
	Talking Books clerk

5	Administrative assistant Assistant branch manager Bookmobile librarian Branch assistant/Children's specialist Business & Technology govt. documents specialist Cataloger Children's Services assistant Financial Services assistant Harlan/Woodburn branch manager Outreach Services specialist Overdues collector Personnel assistant Pontiac branch assistant/children's specialist Production coordinator Program director Purchasing agent
6	Administration assistant to Director Art, Music & Audio-Visual Services assist. manager Children's Services assistant manager Community Relations assistant Georgetown branch assistant manager Graphic artist Interdepartmental librarian Juvenile bibliographer Librarian I Librarian/cataloger Art,Music & Audio-Visual Serv. Pontiac/Monroeville branch manager Public access coordinator Young Adult Services assistant manager
7	Librarian II Readers' Services assistant manager
8	Adult bibliographer

Adopted this 27th day of October, 1988.

Mary M. Koehlinger

Mary M. Koehlinger, President

Charles E. Coleman

Charles E. Coleman, Secretary

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

October 27, 1988)
)
RESOLUTION TO APPROVE A NEW PAY) No. 1988-34
STRUCTURE FOR THE ALLEN COUNTY)
PUBLIC LIBRARY)

RESOLVED, By the Board of Library Trustees, Allen County Public Library Allen County, Indiana, that the following wage and salary structure for the Allen County Public Library be, and hereby is approved to become effective January 1, 1989:

ALLEN COUNTY PUBLIC LIBRARY

1989 SUPERVISORY AND MANAGEMENT PAY STRUCTURE

	MINIMUM	MAXIMUM
GRADE M1	11,820	17,000
GRADE M2	12,980	19,000
GRADE M3	13,900	20,000
GRADE M4	19,000	26,000
GRADE M5	24,000	33,000
GRADE M6	27,000	36,500
GRADE M7	33,000	44,000
GRADE M8	37,000	50,000

ALLEN COUNTY PUBLIC LIBRARY

1989 NON-MANAGEMENT PAY STRUCTURE

GRADE 1	9,270	13,500
GRADE 2	10,200	15,000
GRADE 3	11,120	17,000
GRADE 4	12,050 15,300 *	18,000 22,000 *
GRADE 5	13,900 22,000 *	20,000 29,000 *
GRADE 6	16,000	22,000
GRADE 7	22,000	32,000
GRADE 8	30,000	40,000

* Special range based on labor market rates rather than job evaluation results

Adopted this 27th day of October, 1988.

Mary M. Koehlinger

Mary M. Koehlinger, President

Charles E. Coleman

Charles E. Coleman, Secretary

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

October 27, 1988)
)
IN THE MATTER OF IMPLEMENTING) No. 1988-35
A NEW PAY STRUCTURE FOR THE)
ALLEN COUNTY PUBLIC LIBRARY)

RESOLVED, By the Board of Library Trustees, Allen County Public Library, Allen County, Indiana, that for the purposes of implementing the pay structure for library employees adopted by this board on October 27, 1988, to become effective January 1, 1989, the following principles and procedures shall govern:

1. Effective January 1, 1989, each employee's rate of compensation shall be increased to the greater of either (a) 103% of the employee's current rate of compensation, or (b) the minimum salary specified for the pay range into which the employee's job falls under the job classification adopted by this board and amended from time to time.

2. Each employee who is eligible for an experience pay increment under the eligibility requirements set forth in Resolution No. 1987-28, adopted by this board November 24, 1987, shall have an amount equal to 50% of the total increment added to his or her base pay, effective July 1, 1989. The full experience increment shall thereby be deemed to have been added to eligible employees' base pay, as the first 50% of the increment was added to base pay July 1, 1988. No lump-sum or other final payment for an experience increment will be made to any employee who leaves the employment of the library before the full amount is added to base pay.

Adopted this 27th day of October, 1988.

Mary M. Koehlinger

Mary M. Koehlinger, President

Charles E. Coleman

Charles E. Coleman, Secretary

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

October 27, 1988)
)
RESOLUTION AUTHORIZING THE) No. 1988-36
PREPAYMENT OF CERTAIN EXPENSES)

RESOLVED, By the Board of Library Trustees, Allen County Public Library, Allen County, Indiana,

Section 1. That with the prior approval of the board, the treasurer of the library be, and is hereby authorized to make payment in advance for:

(1) Property or services purchased or leased from the United States government or its agencies and the state, its agencies, or its political subdivisions;

(2) dues, subscriptions, and publications;

(3) license fees;

(4) insurance premiums;

(5) utility connection charges;

(6) federal grant programs where advance funding is not prohibited and the contracting party posts sufficient security to cover the amount advanced;

(7) grants of state funds authorized by statute;

(8) maintenance and service agreements;

(9) legal retainer fees; or

(10) conference fees.

Section 2. That the treasurer be, and is hereby authorized and directed to make timely payment of all withholding and other payments required by law, and that such payments shall not require further approval by the board.

Adopted this 27th day of October, 1988.

Mary M. Koehlinger

Mary M. Koehlinger, President

Charles E. Coleman

Charles E. Coleman, Secretary

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

October 27, 1988)
)
A RESOLUTION TO TRANSFER APPROPRIATIONS) No. 1988-37
WITHIN THE OPERATING FUND)

WHEREAS, It has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget for the various functions of the Allen County Public Library, and

WHEREAS, It has been shown that certain existing appropriations now have unobligated balances which will not be needed for the purposes for which appropriated, it is therefore

RESOLVED, By the Board of Library Trustees, Allen County Public Library, Allen County, Indiana:

Section 1. That for the expenses of the public library the following sums of money are hereby appropriated and ordered set apart out of the several funds herein named and for the purposes herein specified, subject to the laws governing the same:

LIBRARY OPERATING FUND	AMOUNT APPROPRIATED
2201 Cleaning Supplies	$ 5,000.00
2204 Copier Supplies	$ 3,000.00
2205 Library Materials Supplies	$ 2,000.00
2208 Other Operating Supplies	$ 5,000.00
3106 Other Professional Services	$ 2,000.00
3202 Postage and Shipping	$ 4,000.00
3502 Electricity	$20,000.00
3603 Landscaping	$ 2,000.00
3605 Copier Service	$ 2,000.00
3607 Other Equipment Service	$ 3,000.00
4401 Furniture & Equipment	$ 6,000.00
4411 Land	$ 1,000.00
Total	$55,000.00

Section 2. That the following existing appropriations be reduced in the following amounts:

LIBRARY OPERATING FUND	AMOUNT REDUCED
2101 Office Supplies	$ 7,000.00
2301 Maintenance Supplies	$ 3,000.00
2302 Repair Parts	$ 5,000.00
3105 Temporary Help Services	$ 6,000.00
3902 Interest on temporary loans	$20,000.00
3601 Building Repair & Maintenance	$ 7,000.00
4407 Vehicles	$ 7,000.00
Total	$55,000.00

Presented to the Allen County Public Library Board, read in full and adopted this 27th day of October, 1988, by the following aye and nay vote.

Aye	Nay
Robert C. Coleman	
Jean McMahan	
Tom Slater	
Patricia E. Riley	
[illegible]	
C. Philip Andorfer	
Mary M. Rodenberger	

AGENDA

Board of Library Trustees
ALLEN COUNTY PUBLIC LIBRARY
November 22, 1988
3:00 p.m. - Room 4, Main Library

1. Roll call.

2. Adoption of the agenda.

3. Approval of the minutes of the regular meeting of October 27, 1988.

4. Financial report for October, 1988.

5. Payment of bills.

6. Report of director.

7. Committee reports.

8. Personnel - Appointments.

9. Approval of participation in the State library's CD-ROM/Telefax Project, Grantback #89-45.

10. Resolution No. 1988-38, "Resolution to Approve the Authorized Staffing Table for 1989."

11. Approval of Application for LSCA literacy mini-grant.

12. Approval of holidays and closing dates for 1989.

13. Other business.

14. Adjournment.

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

Meeting of November 22, 1988, in Regular Session

The Board of Library Trustees of the Allen County Public Library met in regular session on Tuesday, November 22, 1988, at 3:00 p.m. in room 4 of the main library. Those present were Mrs. Koehlinger, presiding, Mr. Andorfer, Mrs. Gates, Mr. Carmean, Mr. Coleman and Mr. McMahan. Absent: Mrs. Riley.

On motion of Mrs. Gates the agenda was adopted as distributed.

On motion of Mr. Andorfer the minutes of the regular meeting of October 27, 1988, were approved as written.

Mr. Reitenour presented the financial report for October, 1988. The report as presented is appended to and made a part of these minutes.

Mr. Krull certified that the claims summarized below were true and correct and supported by appropriate documentation to the best of his knowledge and belief. Then on motion of Mr. Andorfer the claims were approved for payment.

Manual checks and wires: October

Gross Payrolls:

September	16	gross	$132,779.46	net	$ 96,469.29
September	30	gross	132,921.17	net	96,621.73
October	14	gross	133,700.28	net	97,550.21
October	28	gross	133,909.06	net	96,675.41

Accounts Payable Check Batches:

September	16	63,156.23
September	23	117,502.14
September	30	179,089.53
October	7	41,096.68
October	14	115,594.88
Voids--9/27,10/12		(443.12)
Accounts Payable Subtotal:		$515,996.34
Accounts Payable Checks for disbursement 10/28/88		209,454.58
Grand Total		$ 1,126,447.74

Next, the director presented his report assisted by Mr. Fortriede.

The Allen County Public Library Board and the ILTA Board Growth and Development Committee will co-sponsor a program for area library trustees on December 6, 1988, from 6:00 - 9:00 p.m. at the Summit Club. ACPL trustees are urged to attend this meeting if at all possible.

The U. S. Superintendant of Documents has issued his report of the quadrennial inspection of the Allen County Public Library's government documents depository collection. The library received excellent or good ratings in all eight categories surveyed by the inspection. The report concluded with this statement. "Allen County Public Library has real potential for achieving an all-excellent rating on the next depository library inspection, an honor earned by less than three percent of the 1,400 depository libraries in the country. The keys to success for the depository collection at Allen County Public Library are likely to be found in online public access to the collection, improved physical access to the materials, and adequate staffing to maximize service to the public."

Mr. Fortriede reported on library service statistics for the month of October and the year to date.

The Indiana State Library, the Indiana Library Association and the Indiana Library Trustee Association are promoting increased state support for Indiana's Library and Information Services Network. The network is comprised of the State Library, Indiana Cooperative Library Services Authority, the Area Library Services Authorities, and local public libraries throughout the state. One dollar per capita in state funding has been proposed in the state library's request to the state budget committee. A statewide grass roots effort to secure approval for this level of funding will be made when the budget bill is introduced into the legislature.

On motion of Mr. McMahan the following personnel appointments were approved.

Steve Manning	Program Director, Television Services	#383	$13,500.24

Mr. McMahan moved the approval of the library's participation in the State Library's CD-Rom/Telefax Project, Grantback # 89-45. Through this project the library will receive equipment and software for a CD-ROM index product and a telefacsimile machine. The motion carried.

Mr. McMahan moved the adoption of Resolution No. 1988-38, "Resolution to Approve the Authorized Staffing Table for 1989." The motion carried and the resolution so adopted is appended to and made a part of these minutes.

Mr. McMahan moved the approval of applications for two Library Services and Construction Act minigrants, as follows: (1) $756 to help support our Pontiac Branch literacy program. (2) $1,000 to fund a project to provide library service to the deaf community. The motion carried.

On motion of Mr. McMahan the following schedule of holidays and closing dates for 1989 was approved. P indicates a paid holiday.

P	January 1	Friday	New Year's Day
P	March 24	Friday	Good Friday (closed 12:00 noon-3:00 p.m.)
	March 26	Sunday	Easter
P	May 29	Monday	Memorial Day
	July 1	Saturday	Independence Day
P	July 4	Tuesday	Independence Day
P	September 4	Monday	Labor Day
P	November 23	Thursday	Thanksgiving Day
	December 23	Saturday	Christmas
	December 24	Sunday	Christmas
P	December 25	Monday	Christmas Day
P	1 day in December, 1989 with approval of manager		

Mr. McMahan moved the adoption of Resolution No. 1988-39. "Resolution to Transfer Funds Temporarily from the Bond and Interest Redemption Fund to the Library Operating Fund." The motion carried and the resolution so adopted is appended to and made a part of these minutes.

Mr. McMahan moved the adoption of Resolution No. 1988-40. "Resolution to Transfer Appropriations Within the Operating Fund." The motion carried and the resolution so adopted is appended to and made a part of these minutes.

On motion of Mr. McMahan a real estate lease was approved for the Woodburn Branch property with the current landlords, Gary Smith and Lisa Breneke Smith, for the period January 1, 1989, through December 31, 1989, for the total sum of $2,760.

Mrs. Koehlinger appointed the following trustees to serve as a nominating committee to propose a slate of officers for the board for 1989: Mrs. Gates, chairman, Mr. Andorfer, Mr. McMahan.

There being no further business to come before the board the meeting adjourned at 3:40 p.m.

Mary M. Koehlinger

Mary M. Koehlinger, President

C. Philip Andorfer

C. Philip Andorfer, Secretary Pro Tempore

ALLEN COUNTY PUBLIC LIBRARY
COMBINED BALANCE SHEET--ALL FUND TYPES AND ACCOUNT GROUPS
AT OCTOBER 31, 1988

	GOVERNMENTAL FUND TYPES				FIDUCIARY FUND TYPE	ACCOUNT GROUPS		TOTALS: (MEMORANDUM ONLY)	
	GENERAL	SPECIAL REVENUE	DEBT SERVICE	CAPITAL PROJECTS	TRUST & AGENCY	GENERAL FIXED ASSETS	GENERAL LONG-TERM DEBT	OCTOBER 31 1988	OCTOBER 31 1987
ASSETS									
CASH ON DEPOSIT	99,766.60	1,543.51	20,000.00	1,310,835.64	3,331.92			1,434,477.67	Not Available
CASH ON HAND	2,705.50							2,705.50	"
CASH WITH FISCAL AGENT			452.50					452.50	"
INVESTMENTS AT COST OR AMORTIZED COST				500,000.00				500,000.00	"
TAXES DUE FROM COUNTY GOVERNMENT								0.00	"
ACCRUED INTEREST				16,226.57				16,226.57	"
DUE FROM OTHER GOVERNMENTS								0.00	"
DUE FROM OTHER FUNDS			146,266.57					146,266.57	"
ACCOUNTS RECEIVABLE	9,000.00							9,000.00	"
FIXED ASSETS:								0.00	"
LAND						1,427,900.48		1,427,900.48	"
BUILDINGS						7,782,544.69		7,782,544.69	"
LESS ACCUMULATED DEPRECIATION						(2,715,184.07)		(2,715,184.07)	"
FURNITURE AND EQUIPMENT						4,521,118.32		4,521,118.32	"
LESS ACCUMULATED DEPRECIATION						(3,125,304.83)		(3,125,304.83)	"
ADPL LIBRARY COLLECTION						26,392,216.40		26,392,216.40	"
AVAILABLE IN DEBT SERVICE FUND							146,266.57	146,266.57	"
AMT TO BE PROVIDED--RETIREMENT OF L/T DEBT & LEASES							3,809,317.43	3,809,317.43	"
AMOUNT TO BE PROVIDED--VACATION PAY LIABILITY							218,173.70	218,173.70	"
TOTAL ASSETS	110,472.10	1,543.51	166,719.07	1,827,062.21	3,331.92	34,193,290.99	4,173,757.70	40,476,177.50	0.00
LIABILITIES & FUND EQUITY									
LIABILITIES:								0.00	Not Available
ACCOUNTS PAYABLE	16,514.69			0.00				0.00	"
TEMPORARY LOANS/FINANCING	815,000.00							16,514.69	"
ACCRUED WAGES & BENEFITS	97,703.00						218,173.70	815,000.00	"
UNREMITTED WITHHOLDINGS	26,168.72							315,876.70	"
RECORD DEPOSITS PAYABLE	(40.00)							26,168.72	"
DUE TO OTHER FUNDS	146,266.57							(40.00)	"
LEASES PAYABLE	0.00							146,266.57	"
MATURED BONDS PAYABLE							30,584.00	30,584.00	"
MATURED INTEREST PAYABLE								0.00	"
GENERAL OBLIGATION BONDS PAYABLE								0.00	"
							3,925,000.00	3,925,000.00	
TOTAL LIABILITIES	1,093,612.98	0.00	0.00	0.00	0.00	0.00	4,173,757.70	5,269,370.68	0.00
FUND EQUITY:									
INVESTMENT IN GENERAL FIXED ASSETS						34,193,290.99		0.00	Not Available
FUND BALANCES:								34,193,290.99	"
RESERVED FOR ENCUMBRANCES	359,157.60			1,487,582.55				0.00	"
RESERVED FOR PREPAID ITEMS								1,847,160.15	"
RESTRICTED-SPECIAL REVENUE		1,543.51						0.00	"
DESIGNATED FOR DEBT SERVICE			166,719.07					1,543.51	"
UNDESIGNATED	(1,344,798.49)	0.00		339,479.66	3,331.92			166,719.07	"
								(1,021,785.90)	
TOTAL FUND EQUITY	(985,140.86)	1,543.51	166,719.07	1,827,062.21	3,331.92	34,193,290.99	0.00	35,206,806.82	0.00
TOTAL LIABILITIES & FUND EQUITY	110,472.10	1,543.51	166,719.07	1,827,062.21	3,331.92	34,193,290.99	4,173,757.70	40,476,177.50	0.00

MODIFIED ACCRUAL
UNAUDITED
OCTOBER 88
COMPS100

ALLEN COUNTY PUBLIC LIBRARY
COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES--
ALL GOVERNMENTAL FUND TYPES AND EXPENDABLE TRUST FUNDS
FOR THE YEAR-TO-DATE ENDED OCTOBER 31, 1988

	GOVERNMENTAL FUND TYPES				FIDUCIARY FUND TYPE	TOTALS (MEMORANDUM ONLY)	
	GENERAL	SPECIAL REVENUE	DEBT SERVICE	CAPITAL PROJECTS	EXPENDABLE TRUST	YEAR-TO-DATE OCT 31, 1988	YEAR-TO-DATE OCT 31, 1987
REVENUES:							
AUTO EXCISE TAX	659,241.82		35,375.25			694,617.07	Not Available
REAL PROPERTY TAX LEVY	3,053,410.89		168,123.01			3,221,533.90	"
INTANGIBLES TAX	54,242.47		2,986.64			57,229.11	"
USER FEES	189,405.20					189,405.20	"
INTERGOVERNMENTAL REVENUE	96,067.35	0.00				96,067.35	"
PARKING FEES	121,398.13					121,398.13	"
GIFTS & DONATIONS	2,943.08	11,400.21				14,343.29	"
INTEREST	33,319.02			105,495.49	43.21	138,857.72	"
OTHER REVENUES	34,641.59					34,041.59	"
TOTAL REVENUES	4,244,069.55	11,400.21	206,484.90	105,495.49	43.21	4,567,493.36	0.00
EXPENDITURES--CURRENT:							
COMPENSATION & BENEFITS	3,497,836.53	2,802.58				3,500,639.11	Not Available
SUPPLIES	227,535.98	1,655.98		7,008.26		236,200.22	"
PROFESSIONAL SERVICES	74,868.87	880.00		24.00		75,772.87	"
COMMUNICATION & TRANSPORTATION	152,691.64			133.18		152,824.82	"
INSURANCE	35,321.00					35,321.00	"
UTILITY SERVICES	330,876.34					330,876.34	"
REPAIRS & MAINTENANCE	216,552.30			5,903.83		222,456.13	"
LEASING & MISCELLANEOUS SERVICES	192,623.73	135.00		311,202.62		503,961.35	"
EXPENDITURES--CAPITAL OUTLAY:							"
GENERAL FIXED ASSETS	242,749.91	190.00		163,160.91		406,100.82	"
LIBRARY MATERIALS	1,018,444.13	5,908.17		25,900.00		1,050,252.30	"
EXPENDITURES--DEBT SERVICE:							"
PRINCIPAL RETIREMENT			400,000.00			400,000.00	"
INTEREST CHARGES			272,297.54			272,297.54	"
TOTAL EXPENDITURES	5,989,560.43	11,571.73	672,297.54	513,332.80	0.00	7,186,762.50	0.00
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(1,745,430.88)	(171.52)	(465,812.64)	(407,837.31)	43.21	(2,619,269.14)	0.00
OTHER FINANCING SOURCES (USES):							Not Available
PROCEEDS OF G. O. BONDS						0.00	"
OPERATING TRANSFERS IN						0.00	"
OPERATING TRANSFERS OUT						0.00	"
TOTAL OTHER FINANCING SOURCES (USES):	0.00	0.00	0.00	0.00	0.00	0.00	0.00
EXCESS OF REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES	(1,745,430.88)	(171.52)	(465,812.64)	(407,837.31)	43.21	(2,619,269.14)	0.00
FUND BALANCES-JANUARY 1, 1988	756,403.56	1,715.03	632,079.21	2,234,799.02	3,288.71	3,632,272.47	
FUND BALANCE ADJUSTMENTS FROM 1987	(113.50)	0.00		110.50		0.00	
FUND BALANCES-OCTOBER 31, 1988	(989,140.98)	1,543.51	166,266.57	1,827,072.21	3,331.92	1,013,003.33	0.00

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ALLEN COUNTY PUBLIC LIBRARY
INTERNAL BUDGETARY STATEMENT--GENERAL FUND ONLY
FOR THE YEAR-TO-DATE ENDED OCTOBER 31, 1988

16-Nov-88

GL#	CATEGORY	1988 APPROPRIATION ADVERTISED	1988 APPROPRIATION CURRENT	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/87 +	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 10/31/88 -	ACCRUAL BASIS YEAR-TO-DATE ACTUAL	ACCRUAL BASIS PERCENT REMAINING	BUDGET BASIS OPEN ENCUMBRANCES	BUDGET BASIS YEAR-TO-DATE ENCUMBERED	BUDGET BASIS UNENCUMBERED BALANCE	BUDGET BASIS PERCENT REMAINING
	REVENUES:												
5101	AUTO EXCISE TAX	802,259	802,259	659,241.82				659,241.82					
5102	REAL PROPERTY TAX LEVY	5,843,229	5,843,229	3,053,410.89				3,053,410.89					
5103	INTANGIBLES TAX	98,964	98,964	54,242.47				54,242.47					
	TOTAL LOCAL TAX REVENUES	6,744,452	6,744,452	3,766,895		0.00	0.00	3,766,895.18					
5201	PHOTOCOPYING FEES	106,000	106,000	95,211.27				95,211.27					
5202	EXTENDED USE FEES	112,000	112,000	94,169.93		(24.00)	0.00	94,193.93					
	TOTAL USER FEES	218,000	218,000	189,381.20		(24.00)	0.00	189,405.20					
5301	FEDERAL OPERATING GRANTS	0	0	0.00				0.00					
5302	STATE OPERATING GRANTS	31,500	31,500	96,067.35				96,067.35					
5303	CITY OPERATING GRANTS	0	0	0.00				0.00					
	TOTAL GRANTS	31,500	31,500	96,067.35		0.00	0.00	96,067.35					
5401	PARKING REVENUES-237 W WAYNE	76,400	76,400	59,800.00				59,800.00					
5402	PARKING REVENUES-900 S HARRISON	76,400	76,400	58,800.00				58,800.00					
5403	PARKING REVENUES-236 W WASHINGTON	200	200	2,998.13				2,998.13					
5404	OTHER PARKING REVENUES	0	0	800.00				800.00					
	TOTAL PARKING REVENUES	153,000	153,000	121,398.13		0.00	0.00	121,398.13					
5501	SERVICE CENTER RENT	9,120	9,120	8,000.00				8,000.00					
5502	OTHER RENTAL INCOME			640.00				640.00					
5601	UNRESTRICTED GIFTS & DONATIONS	2,500	2,500	2,943.00				2,943.00					
5650	INTEREST	18,000	18,000	33,319.02				33,319.02					
				0.00									
5701	ASPL PUBLICATIONS	0	0	454.51			0.00	454.51					
5702	RESEARCH SERVICES	0	0	7,784.31				7,784.31					
5703	LOST/DAMAGED LIBRARY MATERIALS	9,000	9,000	9,793.81				9,793.81					
5704	REFUNDS/DISCOUNTS EARNED	0	0	4,871.93				4,871.93					
5705	INSURANCE CLAIM PAYMENTS	0	0	0.00				0.00					
5706	OTHER REVENUES	25,000	25,000	3,377.03				3,377.03					
	TOTAL MISCELLANEOUS REVENUES	34,000	34,000	35,401.59		0.00	0.00	35,401.59					
	TOTAL REVENUES	7,210,572	7,210,572	4,244,045.55		(24.00)	0.00	4,244,069.55					

ALLEN COUNTY PUBLIC LIBRARY
INTERNAL BUDGETARY STATEMENT--GENERAL FUND ONLY
FOR THE YEAR-TO-DATE ENDED OCTOBER 31, 1988

GL##	CATEGORY	1988 APPROPRIATION ADVERTISED	1988 APPROPRIATION CURRENT	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/87 +	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 10/31/88 -	ACCRUAL BASIS YEAR-TO-DATE ACTUAL	ACCRUAL BASIS PERCENT REMAINING	BUDGET BASIS OPEN ENCUMBRANCES	BUDGET BASIS YEAR-TO-DATE ENCUMBERED	BUDGET BASIS UNENCUMBERED BALANCE	BUDGET BASIS PERCENT REMAINING
	EXPENDITURES:												
	** PERSONAL SERVICES **												
1101	SALARIED TIME WORKED	2,297,000	2,339,106	1,912,704.42	18.23%	63,166.74	66,664.00	1,916,201.68	18.08%		1,912,704.42	426,401.58	18.23%
1102	SALARIED OVERTIME	6,000	6,000	2,970.92	50.48%			2,970.92	50.48%		2,970.92	3,029.08	50.48%
1103	SALARIED VACATION	169,500	170,500	152,924.74	10.31%			152,924.74	10.31%		152,924.74	17,575.26	10.31%
1104	SALARIED SICK PAY	66,400	66,400	46,400.80	30.12%			46,400.80	30.12%		46,400.80	19,999.20	30.12%
1105	SALARIED DISABILITY PAY	8,100	8,100	1,940.40	76.04%			1,940.40	76.04%		1,940.40	6,159.60	76.04%
1106	SALARIED HOLIDAY	81,400	81,400	83,852.96	-3.01%			83,852.96	-3.01%		83,852.96	(2,452.96)	-3.01%
1107	SALARIED JURY DUTY	200	200	426.15	-113.08%			426.15	-113.08%		426.15	(226.15)	-113.08%
1108	SALARIED DEATH-IN-FAMILY	3,400	3,400	3,177.97	6.53%			3,177.97	6.53%		3,177.97	222.03	6.53%
1109	SALARIED TRAVEL/MEETINGS	40,800	40,800	32,217.49	21.04%			32,217.49	21.04%		32,217.49	8,582.51	21.04%
1110	SALARIED PREMIUM TIME	12,000	12,000	10,577.03	11.86%			10,577.03	11.86%		10,577.03	1,422.97	11.86%
1111	SALARIED TAXABLE FRINGE BENEFITS	0	0	0.00				0.00			0.00	0.00	
1112	SALARIED RELOCATION	2,000	2,000	1,000.00				1,000.00			1,000.00	1,000.00	50.00%
	TOTAL SALARIES	2,685,800	2,729,906	2,248,192.88	17.65%	63,166.74	66,664.00	2,251,690.14	17.52%	0.00	2,248,192.88	481,713.12	17.65%
1201	HOURLY TIME WORKED	685,400	692,294	601,825.05	13.07%	51,681.88	18,836.00	568,979.17	17.81%		601,825.05	90,468.95	13.07%
1202	HOURLY OVERTIME	1,000	1,000	6,877.52	-587.75%			6,877.52	-587.75%		6,877.52	(5,877.52)	-587.75%
1203	HOURLY VACATION	20,800	20,800	26,032.13	-25.15%			26,032.13	-25.15%		26,032.13	(5,232.13)	-25.15%
1204	HOURLY SICK PAY	1,800	1,800	1,722.88	4.28%			1,722.88	4.28%		1,722.88	77.12	4.28%
1205	HOURLY DISABILITY PAY	0	0	4,327.84				4,327.84			4,327.84	(4,327.84)	
1206	HOURLY HOLIDAY	13,000	13,000	12,228.35	5.94%			12,228.35	5.94%		12,228.35	771.65	5.94%
1207	HOURLY JURY DUTY	112	116	26.35	76.85%			26.35	76.85%		26.35	89.65	76.85%
1208	HOURLY DEATH-IN-FAMILY	700	700	774.53	-10.65%			774.53	-10.65%		774.53	(74.53)	-10.65%
1209	HOURLY TRAVEL/MEETINGS	1,825	1,825	1,239.35	32.09%			1,239.35	32.09%		1,239.35	585.65	32.09%
	TOTAL HOURLY WAGES	724,235	731,589	654,254.00	10.56%	51,681.88	18,836.00	621,408.12	15.05%	0.00	654,254.00	77,275.00	10.56%
1301	SUMMER EMPLOYEES- TIME WORKED	115,000	115,000	109,448.31	4.83%			109,448.31	4.83%		109,448.31	5,551.69	4.83%
1302	SUMMER EMPLOYEES-OVERTIME	0	0	44.49				44.49			44.49	(44.49)	
1401	SHORT-TERM STAFF TIME WORKED	22,000	22,000	24,672.24	-12.15%			24,672.24	-12.15%		24,672.24	(2,672.24)	-12.15%
1402	SHORT-TERM STAFF OVERTIME	0	0	0.00				0.00			0.00	0.00	
	TOTAL SUMMER & SHORT-TERM STAFF	137,000	137,000	134,165.04	2.07%	0.00	0.00	134,165.04	2.07%	0.00	134,165.04	2,834.96	2.07%
	TOTAL COMPENSATION	3,547,035	3,598,495	3,036,611.92	15.61%	114,848.62	85,500.00	3,067,263.30	16.42%	0.00	3,036,611.92	561,883.08	15.61%
1500	EMPLOYER FICA	261,000	272,000	227,843.92	16.23%	8,211.63	6,421.00	236,633.54	16.09%		227,843.92	44,156.08	16.23%
1503	UNEMPLOYMENT REIMBURSEMENT	5,000	6,272	2,792.03	55.48%		0.00	2,792.03	55.48%		2,792.03	3,479.97	55.48%
1505	EMPLOYER PERS	137,000	139,400	133,102.13	4.52%	33,264.32	10,213.00	116,053.21	17.50%		133,102.13	277.87	0.22%
1504	GROUP INSURANCE	173,000	174,700	151,864.47	13.10%	186.72	0.00	151,677.75	13.21%		151,864.47	22,835.53	13.13%
	TOTAL EMPLOYEE BENEFITS	576,000	586,433	515,602.55	12.09%	41,663.32	16,634.00	490,573.23	16.35%	0.00	515,602.55	70,829.45	12.08%
	TOTAL PERSONAL SERVICES	4,123,035	4,184,267	3,552,214.47	15.12%	156,511.94	102,134.00	3,497,836.53	16.42%	0.00	3,552,214.47	632,052.53	15.12%

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ALLEN COUNTY PUBLIC LIBRARY
INTERNAL BUDGETARY STATEMENT--GENERAL FUND ONLY
FOR THE YEAR-TO-DATE ENDED OCTOBER 31, 1988

16-Nov-88

GL#	CATEGORY	1988 APPROPRIATION ADVERTISED	1988 APPROPRIATION CURRENT	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/87 +	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 10/31/88 -	ACCRUAL BASIS YEAR-TO-DATE ACTUAL	ACCRUAL BASIS PERCENT REMAINING	BUDGET BASIS OPEN ENCUMBRANCES	BUDGET BASIS YEAR-TO-DATE ENCUMBERED	BUDGET BASIS UNENCUMBERED BALANCE	BUDGET BASIS PERCENT REMAINING
** SUPPLIES **													
2101	OFFICE SUPPLIES	65,000	39,700	25,230.68	36.45%	1,078.06	659.58	24,812.20	37.50%	688.04	25,500.24	14,199.76	35.77%
	TOTAL OFFICE SUPPLIES	65,000	39,700	25,230.68	36.45%	1,078.06	659.58	24,812.20	37.50%	688.04	25,500.24	14,199.76	35.77%
2201	CLEANING SUPPLIES	16,000	24,000	18,669.66	22.21%	702.54	555.28	18,522.40	22.82%	0.00	18,522.40	5,477.60	22.82%
2202	VEHICLE FUEL	13,000	13,000	10,129.69	22.08%	59.44	5.00	10,075.25	22.50%		10,075.25	2,924.75	22.50%
2203	HEATING OIL	10,000	10,000	3,220.95	67.79%		0.00	3,220.95	67.79%		3,220.95	6,779.05	67.79%
2204	COPIER SUPPLIES	34,500	46,500	36,212.82	22.12%	1516.87	891.99	35,587.94	23.47%	3,714.75	39,302.69	7,197.31	15.48%
2205	LIBRARY MATERIALS SUPPLIES	13,000	23,000	21,749.60	5.44%		630.90	22,380.70	2.69%	0.00	22,380.70	619.30	2.69%
2206	MATERIALS ACCESS SUPPLIES	16,000	11,000	9,279.00	15.65%		0.00	9,279.00	15.65%	283.65	9,562.65	1,437.35	13.97%
2207	CRAFT SUPPLIES	5,500	5,500	3,741.73	31.97%	31.12	102.50	3,813.11	30.67%	30.21	3,843.32	1,656.68	30.12%
2209	OTHER OPERATING SUPPLIES	92,000	97,000	82,526.76	14.92%	1727.55	62.65	80,861.86	16.64%	1,943.71	82,805.57	14,194.43	14.63%
	TOTAL OPERATING SUPPLIES	200,000	230,000	185,530.41	19.33%	4,037.52	2,248.32	183,741.21	20.11%	5,972.32	189,713.53	40,286.47	17.52%
2301	MAINTENANCE SUPPLIES	18,000	14,000	9,331.21	33.35%	147.94	997.57	10,180.84	27.28%	172.27	10,353.11	3,646.89	26.05%
2302	REPAIR PARTS	17,000	13,000	8,425.58	35.19%	351.95	728.10	8,861.73	32.29%	89.01	8,898.74	4,109.26	31.61%
	TOTAL MAINTENANCE SUPPLIES	35,000	27,000	17,756.79	34.23%	499.89	1,725.67	18,982.57	29.69%	261.28	19,243.85	7,756.15	28.73%
	TOTAL SUPPLIES	300,000	296,700	228,517.88	22.98%	5,615.47	4,633.57	227,535.98	23.31%	6,921.64	234,457.62	62,242.38	20.98%

FS#680
OCTOBER UNAUDITED
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ALLEN COUNTY PUBLIC LIBRARY
INTERNAL BUDGETARY STATEMENT--GENERAL FUND ONLY
FOR THE YEAR-TO-DATE ENDED OCTOBER 31, 1988

16-Nov-88

GL##	CATEGORY	1988 APPROPRIATION ADVERTISED	1988 APPROPRIATION CURRENT	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/87 +	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 10/31/88 -	ACCRUAL BASIS YEAR-TO-DATE ACTUAL	ACCRUAL BASIS PERCENT REMAINING	BUDGET BASIS OPEN ENCUMBRANCES	BUDGET BASIS YEAR-TO-DATE ENCUMBERED	BUDGET BASIS UNENCUMBERED BALANCE	BUDGET BASIS PERCENT REMAINING
*** OTHER SERVICES AND CHARGES **													
3101	CONSULTING	37,000	3,560	3,560.00	0.00%			3,560.00	0.00%	0.00	3,560.00	0.00	0.00%
3102	ENGINEERING & ARCHITECTURAL	5,000	45,500	45,710.75	-0.46%	3,254.00	0.00	42,446.75	6.71%	0.00	42,446.75	3,053.25	6.71%
3103	LEGAL SERVICES	2,500	6,000	4,219.25	29.78%	304.00	0.00	3,914.25	34.76%	0.00	3,914.25	2,085.75	34.76%
3104	PROGRAM PRESENTERS	5,500	5,500	1,616.50	70.61%		25.00	1,641.50	70.15%	0.00	1,641.50	3,858.50	70.15%
3105	TEMPORARY HELP SERVICES	47,000	27,000	10,894.80	59.65%	1,218.79	768.56	10,444.57	61.32%	0.00	10,444.57	16,555.43	61.32%
3106	OTHER PROFESSIONAL SERVICES	8,000	16,440	12,817.64	22.03%	72.51	116.67	12,861.80	21.77%	598.35	13,460.15	2,979.85	18.13%
	TOTAL PROFESSIONAL SERVICES	105,000	104,000	78,817.94	24.21%	4,859.30	910.23	74,868.87	28.01%	598.35	75,467.22	28,532.78	27.44%
3201	TELEPHONE SERVICE	85,000	83,000	64,100.41	22.77%	1,030.72	0.00	63,069.69	24.01%	0.00	63,069.69	19,930.31	24.01%
3202	POSTAGE & SHIPPING	58,000	62,000	51,551.79	16.85%	35.84	0.00	51,515.95	16.91%	2,000.00	53,515.95	8,484.05	13.68%
3203	TRAVEL & MEETINGS	26,000	26,000	21,044.53	19.06%		0.00	21,044.53	19.06%	0.00	21,044.53	4,955.47	19.06%
3204	RECRUITING	4,500	4,500	3,391.00	24.64%		124.60	3,515.60	21.88%	0.00	3,515.60	984.40	21.88%
3205	TRAINING & DEVELOPMENT	15,000	15,000	7,387.00	51.29%		0.00	7,387.00	51.29%	0.00	7,387.00	7,613.00	51.29%
	COMMUNICATION & TRANSPORTATION	188,500	190,500	147,394.73	22.63%	1,066.56	124.60	146,452.77	23.12%	2,000.00	148,453	42,047	22.07%
3301	PUBLICATION OF LEGAL NOTICES	700	700	250.00	64.29%		0.00	250.00	64.29%	0.00	250.00	450.00	64.29%
3302	OUTSIDE VENDOR PRINTING	9,000	9,000	6,213.87	30.96%	225.00	0.00	5,988.87	33.46%	95.00	6,083.87	2,916.13	32.40%
	TOTAL PUBLICATION & PRINTING	9,700	9,700	6,463.87	33.36%	225.00	0.00	6,238.87	35.68%	95.00	6,333.87	3,366.13	34.70%
3401	INSURANCE	110,000	110,000	38,955.00	64.59%	3,634.00	0.00	35,321.00	67.89%	0.00	35,321.00	74,679.00	67.89%
	TOTAL INSURANCE	110,000	110,000	38,955.00	64.59%	3,634.00	0.00	35,321.00	67.89%	0.00	35,321.00	74,679.00	67.89%
3501	NATURAL GAS	92,600	92,600	62,208.47	32.82%		0.00	62,208.47	32.82%	0.00	62,208.47	30,391.53	32.82%
3502	ELECTRICITY	292,000	292,000	254,924.24	12.70%		0.00	254,924.24	12.70%	0.00	254,924.24	37,075.76	12.70%
3503	WATER & SEWER	9,000	9,000	7,920.48	11.99%		11.15	7,931.63	11.87%	0.00	7,931.63	1,068.37	11.87%
3504	TRASH DISPOSAL	6,400	6,400	5,285.00	17.42%		527.00	5,812.00	9.19%	527.00	6,339.00	61.00	0.95%
	TOTAL UTILITY SERVICES	390,000	400,000	330,338.19	17.42%	0.00	538.15	330,876.34	17.28%	527.00	331,403.34	68,596.66	17.15%
3601	BUILDING REPAIR & MAINTENANCE	20,000	45,000	19,954.74	55.66%	137.39	659.66	20,475.21	54.50%	7,316.00	27,791.21	17,208.79	38.24%
3602	HVAC SERVICE	17,000	26,000	21,310.16	18.04%	1,953.50	197.07	19,463.73	25.14%	890.00	20,353.73	5,646.27	21.72%
3603	LANDSCAPING SERVICE	16,000	12,000	15,558.48	13.56%	0.00	0.00	15,558.48	13.56%	891.09	16,449.57	1,550.43	8.61%
3604	COMPUTER MAINTENANCE	135,000	135,000	88,963.80	34.10%	23,995.40	0.00	64,968.40	51.88%	30,904.95	95,873.35	39,126.65	28.98%
3605	COPIER SERVICE	55,000	29,000	24,187.40	16.87%	1,509.00	0.00	22,387.40	22.88%	2,414.00	24,721.40	4,278.60	14.75%
3606	VEHICLE SERVICE	23,000	23,000	17,025.71	25.98%	61.25	336.71	17,301.17	24.78%	599.71	17,700.88	5,299.12	23.17%
3607	OTHER EQUIPMENT SERVICE	58,000	68,000	57,719.25	15.12%	1,401.13	159.79	56,477.91	16.94%	7,968.69	64,445.60	3,553.40	5.22%
	TOTAL REPAIRS & MAINTENANCE	340,000	344,000	244,639.74	28.88%	29,058.67	1,263.23	216,552.30	37.05%	50,984.44	267,536.74	76,463.26	22.23%
3701	REAL ESTATE RENTAL/LEASING	2,700	2,700	2,300.00	14.81%		0.00	2,300.00	14.81%	230.00	2,530.00	170.00	6.30%
3702	EQUIPMENT RENTAL/LEASING	44,000	54,000	45,522.22	15.72%	1,466.24	0.00	44,055.98	18.41%	5,761.60	49,817.58	4,182.42	7.75%
	LEASING & RENTALS	46,700	56,700	47,822.22	15.66%	1,466.24	0.00	46,355.98	18.24%	5,991.60	52,347.58	4,352.42	7.68%

ALLEN COUNTY PUBLIC LIBRARY
INTERNAL BUDGETARY STATEMENT--GENERAL FUND ONLY
FOR THE YEAR-TO-DATE ENDED OCTOBER 31, 1988

GL#	CATEGORY	1988 APPROPRIATION ADVERTISED	1988 APPROPRIATION CURRENT	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/87 (+)	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 10/31/88 (-)	ACCRUAL BASIS YEAR-TO-DATE ACTUAL	ACCRUAL BASIS PERCENT REMAINING	BUDGET BASIS OPEN ENCUMBRANCES	BUDGET BASIS YEAR-TO-DATE ENCUMBERED	BUDGET BASIS UNENCUMBERED BALANCE	BUDGET BASIS PERCENT REMAINING
3901	DUES & MEMBERSHIPS	6,900	7,700	7,289.74	5.33%		0.00	7,289.74	5.33%	0.00	7,289.74	410.26	5.33%
3902	INTEREST ON TEMPORARY LOANS	50,000	30,000	7,795.48	74.02%		0.00	7,795.48	74.02%	0.00	7,795.48	22,204.52	74.02%
3903	TAXES & ASSESSMENTS	3,300	3,300	2,841.04	13.91%		0.00	2,841.04	13.91%	0.00	2,841.04	458.96	13.91%
3904	TRANSFER TO LIRF FUND	0	0	0.00			0.00	0.00		0.00	0.00	0.00	
3905	MATERIALS CONSERVATION SERVICES	50,000	41,500	30,779.70	25.83%	1,425.14	0.00	29,354.56	29.27%	0.00	29,354.56	12,145.44	29.27%
3906	COMPUTER SERVICES	110,000	110,000	101,590.65	7.64%	2,846.40	242.68	98,986.93	10.01%	3,467.43	102,454.36	7,545.64	6.86%
	TOTAL MISCELLANEOUS SERVICES	220,200	192,500	150,296.61	21.92%	4,271.54	242.68	146,267.75	24.02%	3,467.43	149,735.18	42,764.82	22.22%
	TOTAL OTHER SERVICES & CHARGES	1,406,100	1,407,400	1,044,728.30	25.77%	44,873.31	3,678.89	1,002,933.88	28.74%	63,663.82	1,066,597.70	340,802.30	24.22%
	*** CAPITAL OUTLAYS ***												
4401	FURNITURE & EQUIPMENT	222,710	103,464	89,014.99	13.96%	1,985.52	0.00	87,109.47	15.81%	2,575.10	89,684.57	13,779.01	13.32%
4403	COMPUTER EQUIPMENT	10,000	10,000	7,042.24	29.58%		0.00	7,042.24	29.58%	0.00	7,042.24	2,957.76	29.58%
4405	TELEVISION EQUIPMENT	10,000	89,599	780.00	99.13%		0.00	780.00	99.13%	78,439.06	79,219.06	10,379.94	11.58%
4407	VEHICLES	30,000	23,000	22,561.78	1.91%		0.00	22,561.78	1.91%	0.00	22,561.78	438.22	1.91%
4409	BUILDINGS	0	125,246	125,236.42	0.01%		0.00	125,236.42	0.01%	0.00	125,236.42	10.00	0.01%
4411	LAND	0	1,000	20.00			0.00	20.00		0.00	20.00	980.00	
	GENERAL FIXED ASSETS	272,710	352,309	244,655.43	30.56%	1,985.52	0.00	242,749.91	31.10%	81,014.16	323,764.07	28,544.93	8.10%
4510	BOOKS	1,431,895	1,391,895	874,461.40	37.17%	41,818.99	5,737.61	837,180.82	39.71%	169,418.99	1,008,599.81	383,295.99	27.54%
4520	PERIODICALS	200,000	200,000	87,509.54	56.25%	3,459.40	1,042.73	85,092.87	57.45%	9,173.99	94,266.86	105,733.14	52.87%
4530	NON-PRINT MATERIALS	160,000	160,000	95,651.47	40.22%	3,502.19	2,021.96	94,171.24	41.14%	29,465.00	123,636.24	36,363.76	22.73%
	TOTAL LIBRARY MATERIALS	1,791,895	1,751,895	1,057,622.41	39.63%	47,780.58	8,802.30	1,016,444.13	41.87%	208,057.98	1,226,502.11	525,392.89	29.99%
	TOTAL CAPITAL OUTLAYS	2,064,605	2,104,204	1,302,277.84	38.11%	49,886.10	8,802.30	1,261,194.04	40.06%	289,072.14	1,550,266.18	553,937.82	26.33%
	TOTAL EXPENDITURES	7,850,800	7,993,171	6,127,738.49	23.34%	255,886.82	118,648.76	5,737,500.42	25.07%	359,657.60	6,403,535.97	1,589,635.03	19.89%
	EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(679,428)	(782,597)	(1,883,692.94)		(255,916.22)	(118,648.76)	(1,745,430.88)		(359,657.60)	(6,403,535.97)	(1,589,635.03)	

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

November 22, 1988	)	
	)	
RESOLUTION TO APPROVE THE	)	No. 1988-38
AUTHORIZED STAFFING TABLE	)	
FOR 1989.	)	

RESOLVED, By the Board of Library Trustees, Allen County Public Library, Allen County, Indiana,

That the Authorized Staffing Table, consisting of five pages and appended hereto, be and is hereby approved, and that the salaries for individual library employees specified therein are to be effective for the calendar year 1989.

Adopted this 22nd day of November, 1988.

Mary M. Koehlinger

Mary M. Koehlinger, President

Charles E. Coleman

Charles E. Coleman, Secretary

AUTHORIZED STAFFING TABLE Jan-89

DEPARTMENT BRANCH	POS. #	JOB TITLE	EMPLOYEE NAME	GRADE	AUTH. HRS.	FTE	S/PAYROLL	1989 WAGES/SALARY	FICA	PERF	TOTAL WAGES/BENEFITS
ADMINISTRATIVE	001	DIRECTOR	Krull, J	M9	40	1	$2,362.50	$61,425.00	$4,613.02	$2,917.69	$68,955.71
OFFICE	002	ADMIN ASST	Gaines, R.	6	40	1	672.66	$17,489.16	$1,313.44	830.74	19633.33
SYSTEMS	003	SYSTEMS MGR.	Stanley, L.	M7	40	1	1392.53	36205.78	$2,719.05	1719.77	40644.61
	004	LD SYS OPERATOR	Schlatter, C.	4	40	1	711.12	18489.12	$1,388.53	878.23	20755.89
	005	CONSOLE OPERATOR	Kaminski, K.	3	11	0.275	5.35	3060.20	$229.82	145.36	3435.38
CIRCULATION SERVICES	440	CIRC SVC MGR	Brooks, R.	M6	40	1	1038.47	27000.22	$2,027.72	1282.51	30310.45
	441	RECORDS SPVSR	Yonkman, C.	M2	40	1	499.24	12980.24	$974.82	616.56	14571.62
	445	OVERDUES COLLECT	Barva, A.	5	40	1	534.82	13905.32	$1,044.29	660.50	15610.11
	446	CIR SHIFT LEADER	Glosson, S.	M2	40	1	504.98	13129.48	$986.02	623.65	14739.15
	447	CIRC CLERK	Gengo, K.	2	40	1	465.73	12108.98	$909.38	575.18	13593.54
	448	CIRC CLERK	Tschannen, S.	2	40	1	472.15	12275.90	$921.92	583.11	13780.93
	449	CIRC CLERK	Kimmel, K.	2	40	1	472.98	12297.48	$923.54	584.13	13805.15
	450	CIRC CLERK	Strain, K.	2	20	0.5	5.94	6177.50	$463.94		6641.54
	451	CIRC CLERK	Allen, K.	2	20	0.5	4.91	5106.40	$383.49	242.55	5732.44
	452	REG CLERK	Brooks, E.	3	40	1	506.99	13181.74	$989.95	626.13	14797.82
	457	CIR SHIFT LEADER	Doyle, R.	M2	28	0.7	6.25	9100.00	$683.41		9783.41
	458	CIR SHIFT LEADER	Edmonds, M	M2	28	0.7	6.35	9245.60	$694.34		9939.94
	460	DESK ATTENDANT	Davis, J.	4	33	0.825	5.80	9952.80	$747.46	472.76	11173.01
	460	DESK ATTENDANT	Chapman, J.	4	25	0.625	5.80	7540.00	$566.25		8106.25
	460	DESK ATTENDANT	Fletcher, L.	4	20	0.5	5.80	6032.00	$453.00		6485.00
	460	DESK ATTENDANT	Heersche, J.	4	20	0.5	5.80	6032.00	$453.00		6485.00
	460	DESK ATTENDANT	Goss, B.	4	33	0.825	5.80	9952.80	$747.46	472.76	11173.01
	460	DESK ATTENDANT	Kiwak, B.	4	20	0.5	5.80	6032.00	$453.00		6485.00
	460	DESK ATTENDANT	Lapsley, S.	4	33	0.825	5.80	9952.80	$747.46		10700.26
	460	DESK ATTENDANT	Jones, S.	4	20	0.5	5.86	6094.40	$457.69		6552.09
	460	DESK ATTENDANT	Mason, D.	4	25	0.625	5.80	7540.00	$566.25		8106.25
	460	DESK ATTENDANT	Rinehart, M.	4	20	0.5	5.80	6032.00	$453.00		6485.00
	460	DESK ATTENDANT	Roman, S.	4	20	0.5	5.80	6032.00	$453.00		6485.00
	460	DESK ATTENDANT	Abrams, B.	4	20	0.5	5.80	6032.00	$453.00		6485.00
	460	DESK ATTENDANT		4	5	0.125	5.80	1508.00	$113.25		1621.25
	461	CIRC CLERK	Thompson, C.	2	20	0.5	4.91	5106.40	$383.49		5489.89
	462	CIRC FILER	Klamm, B.	2	20	0.5	4.91	5106.40	$383.49		5489.89
	463	CIRC FILER	Browning, B.	2	20	0.5	4.91	5106.40	$383.49		5489.89
	464	COLLECTION ASST		3	20	0.5	5.35	5564.00	$417.86		5981.86
	465	CIRC CLERK	Hart, D.	2	20	0.5	4.91	5106.40	$383.49		5489.89
	466	CIRC CLERK	Zulkowski, C.	2	20	0.5	5.82	6052.80	$454.57		6507.37
OPERATIONS-B&B	100	BR OPRATNS MGR	Clegg, M.	M7	40	1	1408.35	36617.10	$2,749.94	1739.31	41106.36
GEORGETOWN	110	GT BR MGR/JUV BIB	Witwer, K.	M6	40	1	1243.85	32340.10	$2,428.74	1536.15	36305.00
	111	LIBRARIAN II - GT		7	40	1	846.16	22000.16	$1,652.21	1045.01	24697.38
	112	BKM LIBRN	Gaunt, W.	5	40	1	735.82	19131.32	$1,436.76	908.74	21476.82
	114	LIBR. I/DESK SUPR.	Gordon, D.	6	40	1	651.06	16927.56	$1,271.26	804.06	19002.88
	115	BR ASST/CH SP	Lauletta, J.	5	40	1	540.40	14050.40	$1,055.19	667.39	15772.98
	116	BR ASST	Voorhees, E.	4	40	1	471.16	12250.16	$919.99	581.88	13752.03
	117	BR ASST	Engebrecht, C.	4	32	0.8	5.80	9651.20	$724.81	458.43	10834.44
	119	BR ASST	Meehan, R.	4	20	0.5	5.89	6125.60	$460.03		6585.63
	120	CLERK	Evans, S.	4	24	0.6	5.80	7238.40	$543.60		7782.00
	121	BR ASST	Voirol, M.	4	20	0.5	5.80	6032.00	$453.00		6485.00
	122	BR ASST	Takle, E.	4	20	0.5	5.82	6052.80	$454.57		6507.37
	123	BR ASST	Fennell, G.	4	20	0.5	5.93	6167.20	$463.16		6630.36
	124	BR ASST	Harges, K.	4	28	0.7	5.89	8575.84	$644.05		9219.89
	125	BR ASST	Brown, C.	4	20	0.5	5.90	6136.00	$460.81		6596.81
	126	CLERK	Phi, T.	4	24	0.6	5.80	7238.40	$543.60		7782.00
HARLAN	130	HARLAN BR MGR	Tustison, B.	5	40	1	724.19	18828.94	$1,414.05	894.37	21137.37
HESSEN CASSEL	140	HC BR MGR	Meadows, T.	M6	40	1	1038.47	27000.22	$2,027.72	1282.51	30310.45
	141	LG BR ASST MGR	Selm, R.	5	40	1	539.85	14036.10	$1,054.11	666.71	15756.93
	142	BR ASST/CH SP	Monnier, S.	5	40	1	534.82	13905.32	$1,044.29	660.50	15610.11
	143	BR ASST	Howard, M.	4	25	0.625	6.17	8021.00	$602.38		8623.38
	144	CLERK	Bynum, S.	4	20	0.5	5.82	6052.80	$454.57		6507.37
	145	SHELVER	Curtis, C.	2	20	0.5	4.91	5106.40	$383.49		5489.89
LITTLE TURTLE	150	LT BR MGR	Hunt, S.	M6	40	1	1057.78	27502.28	$2,065.42	1306.36	30874.06
	151	BKM LIBRN	Linnemeyer, D.	5	40	1	721.25	18752.50	$1,408.31	890.74	21051.56
	153	LG BR ASST MGR	Seifert, M.	5	40	1	543.94	14142.44	$1,062.10	671.77	15876.30
	154	BR ASST/CH SP	Witwer, K.	5	40	1	563.11	14640.86	$1,099.53	695.44	16435.83
	155	BR ASST	Tobin, S.	4	20	0.5	6.01	6250.40	$469.41		6719.81
	156	BR ASST	Barrett, B.	4	36	0.9	6.02	11269.44	$846.33	535.30	12651.07
	157	BR ASST	Vakerics, L.	4	20	0.5	5.91	6146.40	$461.59		6607.99
	158	CLERK	Ramm, M.	4	20	0.5	5.87	6104.80	$458.47		6563.27
MONROEVILLE	170	MRNVLL BR MGR	Murphy, E.	6	40	1	693.17	18022.42	$1,353.48	856.06	20231.97
	171	BR ASST	Wagner, J.	4	20	0.5	6.77	7040.80	$528.76		7569.56
NEW HAVEN	180	NH BR MGR	Mrozowski, S.	M6	40	1	1038.47	27000.22	$2,027.72	1282.51	30310.45
	181	LG BR ASST MGR	Wissman, R.	5	40	1	575.79	14970.54	$1,124.29	711.10	16805.93
	183	BR ASST/CH SP	Buhr, D.	5	30	0.75	6.84	10670.40	$801.35		11471.75
	184	CLERK	Evans, S.	4	12	0.3	5.85	3650.40	$274.15		3924.55

PONTIAC	190	PONTIAC BR MGR	Ridley, C.	6	40	1	719.05	18695.30	$1,404.02	888.03	20987.34
	191	BR ASST/CH SP	Cato, T.	5	40	1	544.61	14159.86	$1,063.41	672.59	15895.86
SHAWNEE	200	SHAWNEE BR MGR	Lauer, K.	M6	40	1	1065.98	27715.48	$2,081.43	1316.49	31113.40
	201	BKM LIBRN	Reynolds, R.	5	40	1	716.48	18628.48	$1,399.00	884.85	20912.33
	203	LG BR ASST MGR	Mertz, S.	5	40	1	591.56	15380.56	$1,155.08	730.58	17266.22
	204	BR ASST	Stuckey, L.	4	40	1	463.50	12051.00	$905.03	572.42	13528.45
	205	BR ASST	McKenna, A.	4	25	0.625	6.08	7904.00	$593.59		8497.59
	206	SHELVER	Martinez, A.	2	20	0.5	4.91	5106.40	$383.49		5489.89
	207	CLERK	Nicklaus, B.	4	20	0.5	5.90	6136.00	$460.81		6596.81
	208	CLERK	Schible, T.	4	20	0.5	5.80	6032.00	$453.00		6485.00
TECUMSEH	210	TECUMSEH BR MGR	Garwood, K.	M6	40	1	1038.47	27000.22	$2,027.72	1282.51	30310.45
	211	LG BR ASST MGR	Mustin, H.	5	40	1	575.76	14969.76	$1,124.23	711.06	16805.05
	212	BR ASST/CH SP	Nolot, C.	5	32	0.8	6.69	11132.16	$836.03	528.78	12496.96
	213	BR ASST	Lacey, L.	4	20	0.5	5.88	6115.20	$459.25		6574.45
	214	CLERK	Walker, C.	4	20	0.5	5.80	6032.00	$453.00		6485.00
WAYNEDALE	220	WAYNEDALE BR MGR	Fisher, Jr., D.	M6	40	1	1038.47	27000.22	$2,027.72	1282.51	30310.45
	221	LG BR ASST MGR	Hoffman, P.	5	40	1	555.74	14449.24	$1,085.14	686.34	16220.72
	222	BR ASST/CH SP	Stratton, A.	5	40	1	539.33	14022.58	$1,053.10	666.07	15741.75
	223	BR ASST	Baker, P.	4	24	0.6	6.03	7525.44	$565.16		8090.60
	224	BR ASST	Schneider, E.	4	20	0.5	5.91	6146.40	$461.59		6607.99
	225	SHELVER	Bonham, K.	2	20	0.5	4.91	5106.40	$383.49		5489.89
WOODBURN	230	WOODBURN BR MGR	Stauffer, J.	5	40	1	708.72	18426.72	$1,383.85	875.27	20685.84
FINANCE OFFICE	240	FINANCIAL MGR.	Reitenour, E.	M7	40	1	1346.94	35020.44	$2,630.04	1663.47	39313.95
	241	FINAN SVCS ASST	Sills, W.	5	40	1	725.92	18873.92	$1,417.43	896.51	21187.86
	242	FINAN SVCS CLK	King, L.	3	40	1	427.85	11124.10	$835.42	528.39	12487.91
PERSONNEL OFFICE	250	PERSONNEL MGR.	Holly, C.	M7	40	1	1410.39	36670.14	$2,753.93	1741.83	41165.90
	251	PERSONNEL ASST	Lussier, C.	5	40	1	632.47	16444.22	$1,234.96	781.10	18460.28
	252	VOLUNTEER SVC MGI	Smith, K.	M5	40	1	923.08	24000.08	$1,802.41	1140.00	26942.49
	253	SECRTY/RECPT	McIntosh, J.	4	40	1	483.20	12563.20	$943.50	596.75	14103.45
COMM. REL. OFFICE	260	COMM REL MGR	Hackworth, C.	M6	40	1	1040.51	27053.26	$2,031.70	1285.03	30369.99
	261	GRAPHIC ARTIST	Robbins, T.	6	40	1	615.39	16000.14	$1,201.61	760.01	17961.76
	263	COMM RELTNS CLK	Schipper, R.	4	40	1	463.50	12051.00	$905.03	572.42	13528.45
	264	COMM RELTNS ASST		6	40	1	615.39	16000.14	$1,201.61	760.01	17961.76
PRINT SVCS.	265	PRINT SHOP MGR	Rust, D.	M4	40	1	1011.15	26289.90	$1,974.37	1248.77	29513.04
	266	PR SHOP SUPERVSR	Dennis, C.	4	40	1	539.65	14030.90	$1,053.72	666.47	15751.09
	267	PR SHOP ASST	Vice, B.	4	40	1	483.14	12561.64	$943.38	596.68	14101.70
OPERATIONS-ML	270	ASSOCIATE DIR	Fortriede, S.	M8	40	1	1788.45	46499.70	$3,492.13	2208.74	52200.56
	271	ADMIN ASST/OPRTN	Wolfe, A.	5	40	1	613.73	15956.98	$1,198.37	757.96	17913.31
	443	STORAGE SPVSR	Hart, D.	M4	40	1	730.77	19000.02	$1,426.90	902.50	21329.42
	453	CLRHSE CLERK	Roembke, D.	2	40	1	495.06	12871.56	$966.65	611.40	14449.61
	455	STRG SHIFT LEADER	Muthusamy, R.	M1	40	1	454.62	11820.12	$887.69	561.46	13269.27
	456	STRG SHIFT LEADER	Krajewski, Jr., N	M1	40	1	482.15	12535.90	$941.45	595.46	14072.80
	459	SHELVER	Black, B.	2	20	0.5	4.91	5106.40	$383.49		5489.89
	459	SHELVER	Springer, L.	2	20	0.5	4.91	5106.40	$383.49		5489.89
	459	SHELVER	Culbertson, C.	2	20	0.5	4.91	5106.40	$383.49		5489.89
	459	SHELVER	Golden, A.	2	20	0.5	4.98	5179.20	$388.96		5568.16
	459	SHELVER	Wall, K.	2	20	0.5	4.91	5106.40	$383.49		5489.89
	459	SHELVER	Martinez, S.	2	20	0.5	4.91	5106.40	$383.49		5489.89
	459	SHELVER	Horstman, P.	2	20	0.5	4.91	5106.40	$383.49		5489.89
	459	SHELVER	Lane, S.	2	20	0.5	4.91	5106.40	$383.49		5489.89
	459	SHELVER	Creech, C.	2	20	0.5	4.91	5106.40	$383.49		5489.89
	459	SHELVER	Scribner, J.	2	20	0.5	4.91	5106.40	$383.49		5489.89
	459	SHELVER	Sholl, N.	2	20	0.5	4.91	5106.40	$383.49		5489.89
	459	SHELVER	Ward, J.	2	20	0.5	4.91	5106.40	$383.49		5489.89
	459	SHELVER	Kelly, K.	2	20	0.5	4.91	5106.40	$383.49		5489.89
	459	SHELVER		2	20	0.5	4.91	5106.40	$383.49		5489.89
	459	SHELVER	Sutton, M.	2	20	0.5	4.91	5106.40	$383.49		5489.89
	459	SHELVER		2	8	0.2	4.91	2042.56	$153.40		2195.96
ART, MUSIC AUDIO-VISUAL SERVICES	280	AMAV DEPT MGR		M6	40	1	1038.47	27000.22	$2,027.72	1282.51	30310.45
	281	AMAV ASST MGR	Cartford, P.	7	40	1	846.16	22000.16	$1,652.21	1045.01	24697.38
	282	LIBRN I/CAT AMAV	Devine, A.	7	20	0.5	423.08	11000.08	$826.11	522.50	12348.69
	283	LIBRN I - AMAV	Braden, M.	6	20	0.5	8.82	9172.80	$688.88		9861.68
	283	LIBRN II - AMAV	Chapman, L.	7	20	0.5	10.58	11003.20	$826.34		11829.54
	284	AMAV DPT ASST MGR	Motsinger, G.	6	40	1	734.75	19103.50	$1,434.67	907.42	21445.59
	285	FILM INSPEC/CLK	Webber, G.	4	25	0.625	5.90	7670.00	$576.02		8246.02
	288	DESK ATTD - AMAV	Starkey, S.	4	25	0.625	5.80	7540.00	$566.25		8106.25
	288	DESK ATTD - AMAV	Plozay, M.	4	25	0.625	5.87	7631.00	$573.09		8204.09
	288	DESK ATTD - AMAV	Headrick, M.	4	25	0.625	5.80	7540.00	$566.25		8106.25
	288	DESK ATTD - AMAV	Seabolt, J.	4	25	0.625	5.80	7540.00	$566.25		8106.25
	290	AMAV CLERK	Ford, J.	3	28	0.7	5.91	8604.96	$646.23		9251.19
BUSINESS & TECHNOLOGY DEPARTMENT	300	B & T DEPT MGR	Dickmeyer, J.	M6	40	1	1069.89	27817.14	$2,089.07	1321.31	31227.52
	301	LIBRN I - B&T	Fredrick, L.	6	40	1	615.39	16000.14	$1,201.61	760.01	17961.76
	302	LIBRN II - B&T	Eckman, C.	7	40	1	846.16	22000.16	$1,652.21	1045.01	24697.38
	303	LIBRN II - B&T	Mungovan, S.	6	40	1	846.16	22000.16	$1,652.21	1045.01	24697.38
	304	GOV DOCS ASST	Conklin, G.	5	40	1	738.04	19189.04	$1,441.10	911.48	21541.62

	305	B&T ASST MGR	Riehm, S.	M5	40	1	941.39	24476.14	$1,838.16	1162.62	27476.91
	306	B&T CLERK	Pearson, S.	3	40	1	473.18	12302.68	$923.93	584.38	13810.99
	307	LIBRN II - B&T	Nahrwold, C.	7	40	1	846.16	22000.16	$1,652.21	1045.01	24697.38
	308	PERIOD. ATTD.	Singleton, R.	4	20	0.5	5.88	6115.20	$459.25		6574.45
	309	PERIOD. ATTD.	Young, R.	4	20	0.5	5.93	6167.20	$463.16		6630.36
	310	PERIOD. ATTD.	Lantz, J.	4	20	0.5	5.89	6125.60	$460.03		6585.63
	311	LIBRN II - B&T	Wright, J.	7	40	1	846.16	22000.16	$1,652.21	1045.01	24697.38
CHILDREN'S SERVICES	320	CS MGR	Woodruff, C.	M6	40	1	1069.39	27804.14	$2,088.09	1320.70	31212.93
	321	CS ASST MGR	Cardenas, R.	6	40	1	750.14	19503.64	$1,464.72	926.42	21894.79
	322	LIBRN II - CS	Sherwin, P.	7	40	1	846.16	22000.16	$1,652.21	1045.01	24697.38
	323	CS ASST	Roembke, J.	5	40	1	563.28	14645.28	$1,099.86	695.65	16440.79
	324	CS ASST	Logan, M.	5	20	0.5	6.69	6957.60	$522.52		7480.12
	325	LIBRN I - CS	Voore, M.	6	40	1	623.83	16219.58	$1,218.00	770.43	18208.10
	326	CS ASST	Brunet, K.	5	20	0.5	6.69	6957.60	$522.52		7480.12
	327	PAGE - CS	Muncey, D.	4	25	0.625	5.80	7540.00	$566.25		8106.25
GENEALOGY DEPARTMENT	340	GC DEPT MGR	Witcher, C.	M6	40	1	1061.37	27595.62	$2,072.43	1310.79	30978.84
	341	GC ASST MGR	Myers, S.	M5	40	1	923.08	24000.08	$1,802.41	1140.00	26942.49
	342	LIBRN II - GC	Beatty, J.	7	40	1	846.16	22000.16	$1,652.21	1045.01	24697.38
	343	LIBRN I - GC	Bourne, D.	6	40	1	730.49	18992.74	$1,426.35	902.16	21321.25
	344	LIBRN II - GC	Williams, J.	7	40	1	846.16	22000.16	$1,652.21	1045.01	24697.38
	345	GC MICRO ATTND	McCord, P.	4	40	1	538.37	13997.62	$1,051.22	664.89	15713.73
	346	CLERK - GC	Terrazas, O.	3	40	1	427.86	11124.36	$835.44	526.41	12486.21
	347	PAGE - GC	Hibler, M.	3	40	1	427.86	11124.36	$835.44	528.41	12488.21
	348	PAGE - GC	McCaffery, S.	3	40	1	427.86	11124.36	$835.44	528.41	12488.21
	349	PAGE - GC	Davis, A.	3	20	0.5	5.35	5564.00	$417.86		5981.86
	349	PAGE - GC	Murray, C.	3	21	0.525	5.35	5842.20	$438.75		6280.95
	349	PAGE - GC	Holloway, A.	3	20	0.5	5.35	5564.00	$417.86		5981.86
	349	PAGE - GC	Chronister, G.	3	29	0.725	5.35	8067.80	$605.89		8673.69
	349	PAGE - GC	Kerns, S.	3	20	0.5	5.35	5564.00	$417.86		5981.86
READERS' SERVICES	360	RS DEPT MGR	Misner, J.	M6	40	1	1038.47	27000.22	$2,027.72	1282.51	30310.45
	361	RS DPT ASST MGR	Birdseye, K.	7	40	1	846.16	22000.16	$1,652.21	1045.01	24697.38
	362	LIBRN I - RS	Michael, L.	6	40	1	615.39	16000.14	$1,201.61	760.01	17961.76
	363	LIBRN II - RS	McCaffery, L.	7	40	1	846.16	22000.16	$1,652.21	1045.01	24697.38
	364	OUTREACH SPCLST	Ballard, P.	5	40	1	704.81	18325.06	$1,376.21	870.44	20571.71
	365	LIBRN II - RS	Rogers, M.	7	40	1	846.81	22017.06	$1,653.48	1045.81	24716.35
	366	LIBRN II - RS	Cecil, J.	7	40	1	846.16	22000.16	$1,652.21	1045.01	24697.38
	367	CLERK - TB	Allmandinger, M	4	40	1	563.02	14638.52	$1,099.35	695.33	16433.20
	368	LIBRN II - RS	Makris, B.	7	40	1	846.16	22000.16	$1,652.21	1045.01	24697.38
	369	LIBRN I - RS	Zilz, C.	6	40	1	615.39	16000.14	$1,201.61	760.01	17961.76
	371	CLERK - RS	Buschur, S.	4	20	0.5	5.93	6167.20	$463.16		6630.36
	372	RS RESERVES CLK	Hirschy, S.	3	40	1	548.25	14254.50	$1,070.51	677.09	16002.10
TELEVISION SERVICES	380	TV SVCS MGR	Hayes, R.	M6	40	1	1038.47	27000.22	$2,027.72	1282.51	30310.45
	381	PROD COORD	Schroeder, M.	5	40	1	823.08	21400.08	$1,607.15	1016.50	24023.73
	382	PUB ACC COORD	Mollberg, E.	6	40	1	696.18	18100.68	$1,359.36	859.78	20319.82
	383	PROGRAM DIR	Manning, S.	5	40	1	534.62	13900.12	$1,043.90	660.26	15604.27
	384	PRODTN ASST		4	40	1	463.47	12050.22	$904.97	572.39	13527.58
	385	EDUC. ACC. COORD.	Wise, C.	6	40	1	594.24	15450.24	$1,160.31	733.89	17344.44
YOUNG ADULT SERVICES	400	YAS MGR	Henning, B.	M6	40	1	1039.08	27016.08	$2,028.91	1283.26	30328.25
	401	YAS ASST MGR	Parrish, R.	6	40	1	781.27	20313.02	$1,525.51	964.87	22803.40
	402	LIBRN I - YAS	Collis, E.	6	40	1	721.05	18747.30	$1,407.92	890.50	21045.72
	403	LIBRN I - YAS	Zych, P.	6	40	1	617.18	16046.68	$1,205.11		17251.79
	404	LIBRN I - YAS	Mansfield, N.	6	20	0.5	7.70	8008.00	$601.40		8609.40
	405	CLERK - YAS	Shrader, C.	2	20	0.5	4.91	5106.40	$383.49		5489.89
PROPERTIES	430	PROPERTY MGR.	Johnson, E.	M7	40	1	1355.33	35238.58	$2,646.42	1673.83	39558.83
	431	PURCHSG AGENT	Andrews, S.	5	40	1	721.85	18768.10	$1,409.48	891.48	21069.07
	432	SUPPLY CLERK	Connin, M.	3	20	0.5	5.52	5740.80	$431.13		6171.93
	433	PROP MGMNT CLERK	Pena, K.	4	40	1	470.07	12221.82	$917.86	580.54	13720.22
HOUSEKEEPING SERVICES	470	HSKP SVC MGR	Dawkins, D.	M4	40	1	803.29	20885.54	$1,568.50	992.06	23446.11
	471	HSKP SUPERVISOR	Stufflebeam, R.	M3	40	1	534.82	13905.32	$1,044.29	660.50	15610.11
	473	THIRD SHIFT HKPR	Moore, B.	2	40	1	433.25	11264.50	$845.96	535.06	12645.53
	474	THIRD SHIFT HKPR	Blocher, L.	2	40	1	433.25	11264.50	$845.96	535.06	12645.53
	477	THIRD SHIFT HKPR	Harrow, M.	2	40	1	461.84	12007.84	$901.79	570.37	13480.00
	478	THIRD SHIFT HKPR	Shatzer, T.	2	25	0.625	4.91	6383.00	$479.36		6862.36
	478	THIRD SHIFT HKPR	Girardot, K.	2	10	0.25	5.42	2818.40	$211.66		3030.06
	478	THIRD SHIFT HKPR	McBride, G.	2	10	0.25	5.42	2818.40	$211.66		3030.06
	478	THIRD SHIFT HKPR	Jacquay, A.	2	18	0.45	5.53	5176.08	$388.72		5564.80
	478	THIRD SHIFT HKPR	Jeffery, D.	2	10	0.25	5.62	2922.40	$219.47		3141.87
	478	THIRD SHIFT HKPR	Morris, D.	2	25	0.625	5.42	7046.00	$529.15		7575.15
	478	THIRD SHIFT HKPR	McDavid, R.	2	27	0.675	5.42	7609.68	$571.49		8181.17
	478	THIRD SHIFT HKPR	Ayres, N.	2	25	0.625	4.91	6383.00	$479.36		6862.36
	478	THIRD SHIFT HKPR	Hoffman, D.	2	25	0.625	4.91	6383.00	$479.36		6862.36
	478	THIRD SHIFT HKPR	Snyder, D.	2	18	0.45	5.42	5073.12	$380.99		5454.11
	478	THIRD SHIFT HKPR	Vance, S.	2	12	0.3	5.57	3475.68	$261.02		3736.70
	478	THIRD SHIFT HKPR	Bair, D.	2	25	0.625	4.91	6383.00	$479.36		6862.36
	478	THIRD SHIFT HKPR	Suput, D.	2	25	0.625	4.91	6383.00	$479.36		6862.36
	478	THIRD SHIFT HKPR		2	21	0.525	4.91	5361.72	$402.67		5764.39
	480	FIRST SHIFT HKPR	Rutherford, C.	3	40	1	433.25	11264.50	$845.96	535.06	12645.53
	481	THIRD SHIFT HKPR	Hummel, B.	2	40	1	433.25	11264.50	$845.96	535.06	12645.53
MAINTENANCE SERVICES	500	MAINTENANCE MGR	Schell, K.	M5	40	1	1039.14	27017.64	$2,029.02	1283.34	30330.00
	501	MAINTENANCE TECH	Crick, D.	4	40	1	596.54	15510.04	$1,164.80	736.73	17411.57

	502	MAINTENANCE TECH	Easley, D.	4	40	1	588.47	15300.22	$1,149.05	726.76	17176.03
	503	MAINTENANCE TECH	Vardaman, D.	4	40	1	604.84	15725.84	$1,181.01	746.98	17653.83
SECURITY SERVICES	520	SECURITY MGR	Richwine, J.	M5	40	1	923.08	24000.08	$1,802.41	1140.00	26942.49
	521	SWITCHBOARD OPRT	Osburn, S.	4	40	1	463.50	12051.00	$905.03	572.42	13528.45
	522	SWITCHBOARD OPRT	Patterson, A.	4	24	0.6	5.82	7263.36	$545.48		7808.84
	523	SEC OFFICER	Ade, S.	3	25	0.625	5.42	7046.00	$529.15		7575.15
	523	SEC OFFICER	Cipollo, J.	3	20	0.5	5.42	5636.80	$423.32		6060.12
	523	SEC OFFICER	Gerard, K.	3	20	0.5	5.35	5564.00	$417.86		5981.86
	523	SEC OFFICER	Hemsoth, R.	3	25	0.625	5.42	7046.00	$529.15		7575.15
	523	SEC OFFICER	Kaminski, K.	3	25	0.625	5.35	6955.00	$522.32		7477.32
	523	SEC OFFICER	Barkley, A.	3	20	0.5	5.42	5636.80	$423.32		6060.12
	523	SEC OFFICER	Wendlandt, C.	3	20	0.5	5.42	5636.80	$423.32		6060.12
	523	SEC OFFICER	Shedd, M.	3	20	0.5	5.42	5636.80	$423.32		6060.12
	523	SEC OFFICER		3	31.5	0.788	5.35	8763.30	$658.12		9421.42
	524	SEC LD OFFICER	Yimmer, T.	4	40	1	463.50	12051.00	$905.03	572.42	13528.45
	525	SEC SPVR	Bock, N.	M3	40	1	606.56	15771.08	$1,184.41	749.13	17704.61
	444	MAIL CLERK	Williams, C.	3	40	1	483.82	12579.32	$944.71	597.52	14121.54
	454	COURIER	Gaines, A.	2	40	1	484.09	12586.34	$945.23	597.85	14129.43
TECHNICAL SVC	540	TECH SVC MGR	Hartzell, J.	M7	40	1	1384.09	35986.34	$2,702.57	1709.35	40398.27
CATALOGING SERVICES	541	CATALOGING MGR	Johnson, N.	M6	40	1	1038.47	27000.22	$2,027.72	1282.51	30310.45
		CATALOGER	Devine, A.	5	20	0.5	423.06	11000.06	$826.11	522.50	12346.69
SERVICES	542	CATALOGER	Reardon, A.	5	40	1	846.16	22000.16	$1,652.21	1045.01	24697.38
	543	CATALOGER	Hathaway, D.	5	40	1	846.16	22000.16	$1,652.21	1045.01	24697.38
	544	CATALOGER	Williams, H.	5	40	1	846.16	22000.16	$1,652.21	1045.01	24697.38
	545	CATALOGER	DeVault, M.	5	40	1	846.16	22000.16	$1,652.21	1045.01	24697.38
ACQUISITION SERVICES	550	ACQUIS MGR	Sandstrom, P.	M6	40	1	1038.47	27000.22	$2,027.72	1282.51	30310.45
	551	ACQUIS ASST MGR	Rigdon, S.	M4	40	1	730.77	19000.02	$1,426.90	902.50	21329.42
	552	ACQUIS ASST	Ganaway, J.	4	40	1	465.73	12108.98	$909.38	575.18	13593.54
	553	ACQUIS ASST	Eisenmann, J.	4	40	1	493.64	12834.64	$963.88	609.65	14408.17
	554	ACQUIS ASST	Fleischer, A.	4	21	0.525	5.82	6355.44	$477.29	301.88	7134.62
	555	ACQUIS ASST	Pfeiffer, S.	4	29	0.725	5.82	8776.56	$659.12		9435.68
	556	ACQUIS ASST	Klopfenstein, M.	4	40	1	463.50	12051.00	$905.03	572.42	13528.45
	557	ACQUIS ASST	Hatton, F.	4	40	1	463.50	12051.00	$905.03	572.42	13528.45
PROCESSING SERVICES	560	PROCESSING MGR	Patten, D.	M5	40	1	923.08	24000.08	$1,802.41	1140.00	26942.49
	561	DATA ENTRY CLERK	Peterson, R.	3	40	1	473.18	12302.68	$923.93	584.38	13810.99
	562	DATA ENTRY CLERK	Boshler, J.	3	40	1	502.38	13061.88	$980.95	620.44	14663.27
	563	DATA ENTRY CLERK	Frederick, J.	3	40	1	481.40	12516.40	$939.98	594.53	14050.91
	564	DATA ENTRY CLERK	Lowman, M.	3	40	1	465.73	12108.98	$909.38	575.18	13593.54
	565	DATA ENTRY CLERK	Kenagy, W.	3	40	1	495.11	12872.86	$966.75	611.46	14451.07
	566	DATA ENTRY CLERK	Timinsky, V.	3	40	1	495.98	12895.48	$968.45	612.54	14476.47
	567	DATA ENTRY CLERK	Cain, J.	3	40	1	5.35	11128.00	$835.71	528.58	12492.29
	568	DATA ENTRY CLERK	Swank, G.	3	28	0.7	6.10	8881.60	$667.01		9548.61
	569	TECH SVC CLERK	Bandelier, D.	1	40	1	468.10	12170.60	$914.01	578.10	13662.72
	570	TECH SVC CLERK	Bender, R.	1	40	1	465.10	12092.60	$908.15	574.40	13575.15
	571	DATA ENTRY CLERK	Williams, D.	3	40	1	427.86	11124.36	$835.44	528.41	12488.21
	572	TECH SVC CLERK	Tucker, M.	1	40	1	466.45	12127.70	$910.79	576.07	13614.56
	573	DATA ENTRY CLERK	Wilhoit, A.	3	40	1	502.47	13064.22	$981.12	620.55	14665.89
OPERATIONS ML - B&B	580	BIBLIOGRAPHER	Seagly, R.	8	40	1	1201.91	31249.66	$2,346.85	1484.36	35080.87
	581	INTERDEPT LIBRN	Murray, C.	6	40	1	615.39	16000.14	$1,201.61	760.01	17961.76
	601	SUMMER STAFF						0.00	$0.00		0.00
	602	TEMPORARY STAFF/ACPL						0.00	$0.00		0.00
		LSCA						0.00			
		TOTALS			8854	221.3		$3,722,730.44	$279,577.06	$143,194.31	$4,145,501.81

AGENCY TOTALS:

	HOURS	FTE	WAGES	WAGES/ BENEFITS
ADMIN.SVCS.	30	2	78914.16	88589.04
SYSTEMS	921	23.025	325039.26	358932.92
OPERATIONS - B&B	1852	46.3	785384.34	873658.57
GEORGETOWN BR.	448	11.2	179917.14	199430.58
HARLAN BR.	40	1	18828.94	21137.37
HESSEN CASSEL BR	185	4.625	74121.84	82298.12
LITTLE TURTLE BR.	256	6.4	104809.12	116779.89
MONROEVILLE BR.	60	1.5	25063.22	27801.53
NEW HAVEN BR.	122	3.05	56291.56	62512.67
PONTIAC BR.	80	2	32855.16	36883.20
SHAWNEE BR.	245	6.125	98953.92	109689.70
TECUMSEH BR	152	3.8	65249.34	72671.92
WAYNEDALE BR.	184	4.6	74250.28	82461.40
WOODBURN BR.	40	1	18426.72	20685.84
FINANCIAL SVCS.	120	3	65018.46	72989.72
PERSONNEL SVCS.	160	4	89677.64	100672.12
VOLUNTEER SVCS.	40	1	24000.08	26942.49
COMM. RELATIONS	280	7	123986.98	139167.78
PRINT SVCS.	120	3	52882.44	59365.83
OPERATIONS - ML	2936	73.4	1289127.32	1435242.01
AMAV SVCS.	333	8.325	145805.92	160513.38
B & T DEPT.	420	10.5	206193.78	230598.76
CHILDREN'S SVCS.	265	6.625	121628.00	135520.47
GENEALOGY DEPT.	470	11.75	192561.46	214715.90
READERS' SVCS.	460	11.5	222403.48	249377.20
TELEVISION SVCS.	200	5	92451.32	103785.85
Y.A.S.	200	5	95237.48	105528.44
PROPERTIES	1326.5	33.1625	463819.90	516035.17
HKPG. SVCS.	556	13.9	166073.18	182908.47
MAINT. SERVICES	160	4	73553.74	82571.43
SECURITY SERVICES	470.5	11.7625	154223.68	170035.22
TECHNICAL SERVICES	1098	27.45	452512.58	507151.86
CATALOGING SVCS.	220	5.5	126000.94	141448.66
ACQUISITION SVCS.	290	7.25	110177.86	123268.78
PROCESSING SVCS.	548	13.7	180347.44	202036.16
INTERDIVISIONAL	80	2	47249.80	53042.63

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

November 22, 1988)
)
RESOLUTION TO TRANSFER FUNDS TEMPORARILY) No. 1988-39
FROM THE BOND AND INTEREST REDEMPTION FUND)
TO THE LIBRARY OPERATING FUND)

WHEREAS, The current cash resources of the Allen County Public Library are insufficient to meet current operating expenses of the library, and

WHEREAS, There will come into the library district on or about December 31, 1988 tax revenues for the current year sufficient to meet all budgeted expenses of the library,

RESOLVED, by the Board of Library Trustees, Allen County Public Library, Allen County, Indiana, that:

Section 1. In anticipation of the receipt of tax revenues noted above, the sum of $74,000.00 be temporarily transferred from the Bond and Interest Redemption Fund to the Operating Fund;

Section 2. The sum specified in Section 1 shall be returned to the Bond and Interest Redemption Fund when it is needed to meet the obligations of that fund, but not later than December 31, 1988.

Adopted this 22nd day of November, 1988.

Mary M. Koehlinger

Mary M. Koehlinger, President

Charles E. Coleman

Charles E. Coleman, Secretary

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

November 22, 1988)
)
A RESOLUTION TO TRANSFER APPROPRIATIONS) No. 1988-40
WITHIN THE OPERATING FUND)

WHEREAS, It has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget for the various functions of the Allen County Public Library, and

WHEREAS, It has been shown that certain existing appropriations now have unobligated balances which will not be needed for the purposes for which appropriated, it is therefore

RESOLVED, By the Board of Library Trustees, Allen County Public Library, Allen County, Indiana:

Section 1. That for the expenses of the public library the following sums of money are hereby appropriated and ordered set apart out of the several funds herein named and for the purposes herein specified, subject to the laws governing the same:

LIBRARY OPERATING FUND	AMOUNT APPROPRIATED
2205 Library Materials Supplies....	$ 2,000.00
3202 Postage and Shipping.....	$ 2,000.00
3502 Electricity.....	$ 5,000.00
3701 Real Estate Rental/Leasing....	$ 60.00
3906 Computer Services.....	$ 8,000.00
Total	$17,060.00

Section 2. That the following existing appropriations be reduced in the following amounts:

LIBRARY OPERATING FUND	AMOUNT REDUCED
2203 Heating Oil.....	$ 2,000.00
3205 Training & Development.....	$ 2,000.00
3501 Natural Gas.....	$ 5,000.00
3702 Equipment Rental/Leasing.....	$ 60.00

3902 Interest on temporary loans.....$ 4,000.00
3905 Materials Conservation Services..$ 4,000.00

Total $17,060.00

Presented to the Allen County Public Library Board, read in full and adopted this 22nd day of November, 1988, by the following aye and nay vote.

Aye	Nay
Dean McMahan	
[illegible]	
Shirley Anderson	
[illegible]	
Charles E. Coleman	
Mary M. Koelsberger	

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

Approval of Claims December 8, 1988

The Board of Library Trustees of the Allen County Public Library approved claims in the amount of $1,301,893.79 on December 8, 1988. The director certified that the claims, summarized below and more particularly described in the register of claims filed in the office of the treasurer, were true and correct and supported by appropriate documentation to the best of his knowledge and belief.

Summary of Claims:

Manual checks: 11/23 - 12/08/88				$902,282.00
Gross Payrolls:				
11/25/88	gross	$134,889.89	net	98,298.35
12/09/88	gross	134,191.25		97,737.90
Accounts Payable Check Batches:				
November 30				40,595.71
December 09				163,004.83
Voids--11/30/88				(25.00)
Accounts Payable Subtotal:				$203,575.54
Grand Total				$1,301,893.79

Mrs. Koehlinger, Mrs. Riley, Mr. Coleman and Mr. McMahan approved and signed the register of claims as presented by the director.

Mary M. Koehlinger

Mary M. Koehlinger, President

C. Philip Andorfer

C. Philip Andorfer, Secretary Pro Tempore

AGENDA

Board of Library Trustees
ALLEN COUNTY PUBLIC LIBRARY
December 29, 1988
3:00 p.m. - Room 4, Main Library

1. Roll call.

2. Adoption of the agenda.

3. Approval of the minutes of the regular meeting of November 22, 1988, and approval of claims, December 8, 1988.

4. Financial report for November, 1988.

5. Payment of bills.

6. Report of director.

7. Committee reports.

8. Personnel - Appointments.

9. Resolution No. 1988-40, "Resolution to Transfer Appropriations Within the Operating Fund."

10. Approval of amendment to consultant contract with Baxter, Hodell, Donnelly, Preston.

11. Approval of architects' contracts for capital improvement project groups.

12. Resolution No. 1988-41, "Resolution to Adopt a Revised Budget for Library Operating Fund for the Calendar Year 1989."

13. Resolution No. 1988-42, "Resolution to Adopt a Revised Budget for the Bond and Interest Redemption Fund for the Calendar Year 1989."

14. Resolution No. 1988-43, "Resolution to Transfer Funds Temporarily from the Library Improvement Reserve Fund to the Bond and Interest Redemption Fund."

15. Approval of CD-ROM/Telefax grant memorandum of agreement between the Allen County Public Library and Tri-ALSA.

16. Approval of extension of Contract for Purchase and Sale of Real Estate between the Aboite Corporation and the Allen County Public Library.

17. Other business.

18. Adjournment.

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

Meeting of December 29, 1988, in Regular Session

The Board of Library Trustees of the Allen County Public Library met in regular session on Tuesday, December 29, 1988, at 3:00 p.m. in room 4 of the main library. Those present were Mrs. Koehlinger, presiding, Mr. Andorfer, Mrs. Riley, Mrs. Gates, Mr. Carmean, and Mr. McMahan. Absent: Mr. Coleman.

Mr. Andorfer was appointed Secretary Pro Tempore.

On motion of Mr. Carmean the agenda was adopted as revised and distributed to board members at the meeting.

On motion of Mr. Carmean the minutes of the regular meeting of November 22, 1988, and approval of claims, December 8, 1988 were approved as written.

Mr. Reitenour presented the financial report for November, 1988. The report as presented is appended to and made a part of these minutes.

The director certified that the claims summarized below were true and correct and supported by appropriate documentation to the best of his knowledge and belief. Then on motion of Mr. Andorfer the claims were approved for payment.

Manual checks and wires: November		
	Attachment A -	$659,474.68
Gross Payrolls:		
Not Applicable for this period		
Accounts Payable Check Batches:		
November 25		274,910.99
Voids		0.00
Accounts Payable Subtotal:	Attachment B -	$274,910.99
Grand Total		$934,385.67

The director then presented his report assisted by Mr. Fortriede.

Circulation of library materials for the year to date, as of November 30, totaled 2,760,094, an increase of 1.6 percent over 1987. Total circulation for 1988 is projected to be close to 3,000,000 items.

Regarding the capital improvement project, all four architectural firms are progressing on or ahead of schedule with their respective pieces of the project. Special recognition is due to Steven Fortriede and Michael Clegg for their excellent work on developing building program statements for the new South and North branches, and the Tecumseh and New Haven branch libraries; and to Gene Johnson for his excellent work on clarifying the facilities report and various other details for the architects.

Printouts of sample bibliographic records have been received from AMIGOS, in Dallas, representing records converted as part of the library's retrospective conversion process. A review of the sample records indicates that the quality and accuracy meet established specifications. Magnetic tapes containing all of the library's converted records are now expected to arrive in Fort Wayne in early February. The tapes will then be loaded into the CLSI system, a process which is expected to take two to three months.

Mr. Krull expressed his appreciation to Mrs. Koehlinger for her support and leadership throughout 1988, and to all members of the board for their dedicated work and investment of time and energy in the work of the library.

Mrs. Gates, chairman of the nominating committee, presented the following slate of officers for the year 1989: President, Patricia A. Riley, Vice President, Jack M. Carmean, Secretary, C. Philip Andorfer, Treasurer, Earl A. Reitenour. The chair called for nominations from the floor. There being no further nominations, Mrs. Gates moved "that nominations be closed and that the secretary be directed to cast a unanimous ballot for the slate of officers nominated." The motion carried.

Mr. Krull reported on behalf of the Finance, Gifts, and Insurance Committee on recent discussions concerning the library's group insurance program for 1989. The committee has received a presentation by Patrick Sullivan of Benefit Consultants, Inc. who has been working with the library to develop a package of group insurance that will keep benefit offerings at current levels, or better, and minimize cost increases. After due consideration the committee's recommendation is as follows: (1) Because of proposed rate increases that would approximate 80 percent over a twelve month period, Blue Cross/Blue Shield coverage would be dropped. (2) The Key Health HMO will no longer be offered because Key Health has informed the library that they will cancel our policy. (3) Physicians Health Plan will be the library's only group health and major medical offering. (4) Dental coverage will be provided at or above current levels either through PHP or another carrier. (5) The library will continue to pay the full premium less $1.00 per year for individual coverage under group health, major medical, and dental insurance. Dependant coverage will be available through payroll deduction, payable by the employee.

(6) Group life insurance, payable by the library, will continue to be offered at current levels. (7) Optional, additional group life insurance will be made available with premiums payable by the employee. (8) A "Section 125 Cafeteria Plan" will be established under which employee paid portions of insurance premiums will be paid on a pre-tax basis, thereby saving both the employee and the library money.

After discussion, Mr. McMahan moved "that the recommendations of the Finance, Gifts, and Insurance Committee be accepted, and that the director be authorized to enter into a contract with PHP for exclusive coverage of library employees for 1989 subject to final approval by the board at a subsequent meeting; and that the director further be authorized to enter into an extension on the library's Blue Cross/Blue Shield contract and the Key Health contract until such time as all employee coverage is transferred to PHP; and further that he be authorized to negotiate a contract for dental coverage which will also be subject to final board approval." The motion carried.

Next, on motion of Mr. McMahan, the following personnel appointments were approved:

Dianne Williams	Data Entry Clerk, Processing Services	#571	$11,124.36
Roberta Peterson	Data Entry Clerk, Processing Services	#561	$12,302.68
Karen Kimmel	Circulation Clerk Circulation Services	#449	$12,297.48

Mr. McMahan moved the adoption of Resolution No. 1988-40, "Resolution to Transfer Appropriations Within the Operating Fund." The motion carried and the resolution so adopted is appended to and made a part of these minutes.

The director presented and requested the approval of Change Order No. 1 to the library's contract with Baxter, Hodell, Donnelly, Preston Inc. for architectural consultant services for the library's capital improvement project. This change order adds certain services specified on the Schedule of Major Tasks, Man Hour and Cost Requirements incorporated as Exhibit A in the master contract. The specific tasks to be added are as follows:

IIa, IIb, IIc, (a e contracts only)	$ 8,635
IIIa	$ 8,000
IVa, IVb, IVc,	$ 19,800
VIa, VIc, VId, VIe,	$ 17,700
Schematic design, circulation desk	2,000
	$ 56,235

Approval of this Change Order would bring the total approved fee to $85,335.

After discussion, Mr. McMahan moved "that the Change Order No. 1 be approved as presented." The motion carried.

The director requested approval of contracts with the four architectural firms selected to carry out the library's proposed capital improvement program, subject to final review by Jack Hodell, project consultant. The contracts are summarized as follows: Project Group 1, Moake Associates, Inc., $172,000; Project Group 2, Gibson, Tourney, Kim, Inc., 7.3 percent of total construction cost; Project Group 3, Morrison, Kattmann Associates, 7.5 percent of total construction cost; Project Group 4, Martin/Riley Architects Consultants, 8.6 percent of total construction cost. A question was raised regarding the library's financial liability for architectural services provided up to the time of securing financing for the project, in the event that bond or lease financing for the project should not be secured. It was agreed that the director would establish an estimate of the library's financial commitment in this situation and recommend an appropriation transfer to cover this potential liability. Mr. McMahan then moved, "that the architects' contracts be approved subject to the re-appropriation of funds into the proper budget line to cover the potential liability as stated in the discussion." The motion carried.

Mr. McMahan moved the adoption of Resolution No. 1988-41, "Resolution to Adopt a Revised Budget for the Library Operating Fund for the Calendar Year 1989." The motion carried and the resolution so adopted is appended to and made a part of these minutes.

Mr. Andorfer moved the adoption of Resolution No. 1988-42, "Resolution to Adopt a Revised Budget for the Bond and Interest Redemption Fund For the Calendar Year 1989." The motion carried and the resolution so adopted is appended to and made a part of these minutes.

Mr. McMahan moved the adoption of Resolution No. 1988-43, "Resolution to Transfer Funds Temporarily from the Library Improvement Reserve Fund to the Bond and Interest Redemption Fund." The motion carried and the resolution so adopted is appended to and made a part of these minutes.

Mr. McMahan moved the approval of a CD-ROM/Telefax Grant Memorandum of Agreement between the Allen County Public Library and Tri-ALSA. The motion carried.

Mr. Carmean moved the approval of a one year extension to the Contract for Purchase and Sale of Real Estate Between the Aboite Corporation and the Allen County Public Library for the sum of ten dollars earnest money. The motion carried.

On motion of Mr. McMahan the sponsorship of the following joint promotional activity, Stay Warm With a Book, in January, was approved with the request that a report be submitted on the effect of the promotional activity on circulation.

Clems Hardware, Country House Salon, Country Fabrics, People's Drug Store, J & S Cafe, His & Hers Uptown Styling, Monroeville Home Center, Pour House, NAPA, Monroeville Automotive, Dan O'Shaughnessey's Barber Shop, Marquart & Jacobs, Giradot 76 Gas Station, and Deli Express and Marathon Gas.

Mrs. Koehlinger commended board members for their dedication to the library and hard work during the past year, and thanked them for their support. She also praised Mr. Krull for his leadership and excellent performance as director. On behalf of the board she thanked him for his dedicated service and expressed her personal appreciation for his cooperation and support during her presidency.

There being no further business to come before the board the meeting adjourned at 4:08 p.m.

Mary M. Koehlinger

Mary M. Koehlinger, President

C. Philip Andorfer

C. Philip Andorfer, Secretary Pro Tempore

ALLEN COUNTY PUBLIC LIBRARY
INTERNAL BUDGETARY STATEMENT--GENERAL FUND ONLY
FOR THE YEAR-TO-DATE ENDED NOVEMBER 30, 1988

GL#	CATEGORY	1988 APPROPRIATION ADVERTISED	1988 APPROPRIATION CURRENT	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/87 +	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 11/30/88 -	ACCRUAL BASIS YEAR-TO-DATE ACTUAL	ACCRUAL BASIS PERCENT REMAINING	BUDGET BASIS OPEN ENCUMBRANCES	BUDGET BASIS YEAR-TO-DATE ENCUMBERED	BUDGET BASIS UNENCUMBERED BALANCE	BUDGET BASIS PERCENT REMAINING
	REVENUES:												
5101	AUTO EXCISE TAX	802,259	802,259	659,241.82				659,241.82					
5102	REAL PROPERTY TAX LEVY	5,843,229	5,843,229	4,034,410.89				4,034,410.89					
5103	INTANGIBLES TAX	98,964	98,964	54,242.47				54,242.47					
	TOTAL LOCAL TAX REVENUES	6,744,452	6,744,452	4,747,895		0.00	0.00	4,747,895.18					
5201	PHOTOCOPYING FEES	106,000	106,000	106,761.97				106,761.97					
5202	EXTENDED USE FEES	112,000	112,000	104,118.20		(24.00)	0.00	104,142.20					
	TOTAL USER FEES	218,000	218,000	210,880.17		(24.00)	0.00	210,904.17					
5301	FEDERAL OPERATING GRANTS	0	0	0.00				0.00					
5302	STATE OPERATING GRANTS	31,500	31,500	96,067.35				96,067.35					
5303	CITY OPERATING GRANTS	0	0	0.00				0.00					
	TOTAL GRANTS	31,500	31,500	96,067.35		0.00	0.00	96,067.35					
5401	PARKING REVENUES-239 W WAYNE	76,400	76,400	64,800.00				64,800.00					
5402	PARKING REVENUES-900 S HARRISON	76,400	76,400	64,800.00				64,800.00					
5403	PARKING REVENUES-236 W WASHINGTON	200	200	3,674.84				3,674.84					
5404	OTHER PARKING REVENUES	0	0	800.00				800.00					
	TOTAL PARKING REVENUES	153,000	153,000	134,074.84		0.00	0.00	134,074.84					
5501	SERVICE CENTER RENT	9,120	9,120	8,800.00				8,800.00					
5502	OTHER RENTAL INCOME			650.00				650.00					
5601	UNRESTRICTED GIFTS & DONATIONS	2,500	2,500	2,947.08				2,947.08					
5650	INTEREST	18,000	18,000	36,721.79				36,721.79					
				0.00									
5701	ACPL PUBLICATIONS	0	0	494.51			0.00	494.51					
5702	RESEARCH SERVICES	0	0	8,706.16				8,706.16					
5703	LOST/DAMAGED LIBRARY MATERIALS	9,000	9,000	11,130.17				11,130.17					
5704	REFUNDS/DISCOUNTS EARNED	0	0	4,225.39				4,225.39					
5705	INSURANCE CLAIM PAYMENTS	0	0	0.00				0.00					
5706	OTHER REVENUES	25,000	25,000	3,619.36				3,619.36					
	TOTAL MISCELLANEOUS REVENUES	34,000	34,000	28,175.59		0.00	0.00	28,175.59					
	TOTAL REVENUES	7,210,572	7,210,572	5,266,212.00		(24.00)	0.00	5,266,236.00					

ALLEN COUNTY PUBLIC LIBRARY
INTERNAL BUDGETARY STATEMENT--GENERAL FUND ONLY
FOR THE YEAR-TO-DATE ENDED NOVEMBER 30, 1988

GL#	CATEGORY	1988 APPROPRIATION ADVERTISED	1988 APPROPRIATION CURRENT	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/87 +	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 11/30/88 -	ACCRUAL BASIS YEAR-TO-DATE ACTUAL	ACCRUAL BASIS PERCENT REMAINING	OPEN ENCUMBRANCES	BUDGET BASIS YEAR-TO-DATE ENCUMBERED	BUDGET BASIS UNENCUMBERED BALANCE	BUDGET BASIS PERCENT REMAINING
	EXPENDITURES:												
	** PERSONAL SERVICES **												
1101	SALARIED TIME WORKED	2,297,000	2,339,106	2,098,666.58	10.28%	63,166.74	81,222.00	2,116,721.84	9.51%		2,098,666.58	240,439.42	10.28%
1102	SALARIED OVERTIME	6,000	6,000	3,246.20	45.90%			3,246.20	45.90%		3,246.20	2,753.80	45.90%
1103	SALARIED VACATION	168,500	170,500	162,309.00	4.80%			162,309.00	4.80%		162,309.00	8,191.00	4.80%
1104	SALARIED SICK PAY	66,400	66,400	51,001.84	23.19%			51,001.84	23.19%		51,001.84	15,398.16	23.19%
1105	SALARIED DISABILITY PAY	8,100	8,100	2,539.31	68.65%			2,539.31	68.65%		2,539.31	5,560.69	68.65%
1106	SALARIED HOLIDAY	81,400	81,400	83,852.96	-3.01%			83,852.96	-3.01%		83,852.96	(2,452.96)	-3.01%
1107	SALARIED JURY DUTY	200	200	426.15	-113.08%			426.15	-113.08%		426.15	(226.15)	-113.08%
1108	SALARIED DEATH-IN-FAMILY	3,400	3,400	3,236.69	4.80%			3,236.69	4.80%		3,236.69	163.31	4.80%
1109	SALARIED TRAVEL/MEETINGS	40,800	40,800	35,496.71	13.00%			35,496.71	13.00%		35,496.71	5,303.29	13.00%
1110	SALARIED PREMIUM TIME	12,000	12,000	12,033.11	-0.28%			12,033.11	-0.28%		12,033.11	(33.11)	-0.28%
1111	SALARIED TAXABLE FRINGE BENEFITS	0	0	0.00				0.00			0.00	0.00	
1112	SALARIED RELOCATION	2,000	2,000	1,000.00				1,000.00			1,000.00	1,000.00	50.00%
	TOTAL SALARIES	2,685,800	2,729,906	2,453,808.55	10.11%	63,166.74	81,222.00	2,471,863.81	9.45%	0.00	2,453,808.55	276,097.45	10.11%
1201	HOURLY TIME WORKED	685,400	692,294	656,747.54	5.13%	51,681.88	24,763.00	629,828.66	9.02%		656,747.54	35,546.46	5.13%
1202	HOURLY OVERTIME	1,000	1,000	6,126.64	-512.66%			6,126.64	-512.66%		6,126.64	(5,126.64)	-512.66%
1203	HOURLY VACATION	20,800	20,800	27,880.03	-34.04%			27,880.03	-34.04%		27,880.03	(7,080.03)	-34.04%
1204	HOURLY SICK PAY	1,800	1,800	1,809.18	-0.51%			1,809.18	-0.51%		1,809.18	(9.18)	-0.51%
1205	HOURLY DISABILITY PAY	0	0	4,327.84				4,327.84			4,327.84	(4,327.84)	
1206	HOURLY HOLIDAY	13,000	13,000	12,228.35	5.94%			12,228.35	5.94%		12,228.35	771.65	5.94%
1207	HOURLY JURY DUTY	110	110	26.35	76.05%			26.35	76.05%		26.35	83.65	76.05%
1208	HOURLY DEATH-IN-FAMILY	700	700	825.52	-17.93%			825.52	-17.93%		825.52	(125.52)	-17.93%
1209	HOURLY TRAVEL/MEETINGS	1,825	1,825	1,302.36	28.64%			1,302.36	28.64%		1,302.36	522.64	28.64%
	TOTAL HOURLY WAGES	724,635	731,529	711,273.81	2.77%	51,681.88	24,763.00	684,354.93	6.45%	0.00	711,273.81	20,255.19	2.77%
1301	SUMMER EMPLOYEES- TIME WORKED	115,000	115,000	109,953.56	4.39%			109,953.56	4.39%		109,953.56	5,046.44	4.39%
1302	SUMMER EMPLOYEES-OVERTIME	0	0	44.49				44.49			44.49	(44.49)	
1401	SHORT-TERM STAFF TIME WORKED	22,000	22,000	26,664.39	-21.20%			26,664.39	-21.20%		26,664.39	(4,664.39)	-21.20%
1402	SHORT-TERM STAFF OVERTIME	0	0	0.00				0.00			0.00	0.00	
	TOTAL SUMMER & SHORT-TERM STAFF	137,000	137,000	136,662.44	0.25%	0.00	0.00	136,662.44	0.25%	0.00	136,662.44	337.56	0.25%
	TOTAL COMPENSATION	3,547,435	3,598,435	3,301,744.80	8.24%	114,848.62	105,985.00	3,292,881.18	8.49%	0.00	3,301,744.80	296,690.20	8.24%
1501	EMPLOYER FICA	265,500	272,000	247,417.53	9.04%	8,211.68	7,959.00	247,164.85	9.13%		247,417.53	24,582.47	9.04%
1502	UNEMPLOYMENT REIMBURSEMENT	5,400	5,272	2,792.03	55.48%		0.00	2,792.03	55.48%		2,792.03	3,479.97	55.48%
1503	EMPLOYER PERF	127,500	133,400	132,970.50	0.32%	33,264.92	28,408.00	128,113.58	9.96%		132,970.50	429.50	0.32%
1504	GROUP INSURANCE	173,460	174,760	164,883.35	5.65%	186.72	0.00	164,696.63	5.76%		164,883.35	9,876.65	5.65%
	TOTAL EMPLOYEE BENEFITS	571,360	586,432	548,063.41	6.54%	41,663.32	28,367.00	534,767.09	8.81%	0.00	548,063.41	38,368.59	6.54%
	TOTAL PERSONAL SERVICES	4,119,295	4,184,867	3,849,808.21	8.01%	156,511.94	134,352.00	3,827,648.27	8.54%	0.00	3,849,808.21	335,058.79	8.01%

ALLEN COUNTY PUBLIC LIBRARY
INTERNAL BUDGETARY STATEMENT--GENERAL FUND ONLY
FOR THE YEAR-TO-DATE ENDED NOVEMBER 30, 1988

GL#	CATEGORY	1988 APPROPRIATION ADVERTISED	1988 APPROPRIATION CURRENT	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/87 +	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 11/30/88 -	ACCRUAL BASIS YEAR-TO-DATE ACTUAL	ACCRUAL BASIS PERCENT REMAINING	BUDGET BASIS OPEN ENCUMBRANCES	BUDGET BASIS YEAR-TO-DATE ENCUMBERED	BUDGET BASIS UNENCUMBERED BALANCE	BUDGET BASIS PERCENT REMAINING
** SUPPLIES **													
2101	OFFICE SUPPLIES	65,000	39,700	25,925.90	34.70%	1,078.06	1,253.59	26,101.43	34.25%	1,501.44	27,602.87	12,097.13	30.47%
	TOTAL OFFICE SUPPLIES	65,000	39,700	25,925.90	34.70%	1,078.06	1,253.59	26,101.43	34.25%	1,501.44	27,602.87	12,097.13	30.47%
2201	CLEANING SUPPLIES	16,000	24,000	19,224.94	19.90%	702.54	1,467.93	19,990.33	16.71%	2,064.07	22,054.40	1,945.60	8.11%
2202	VEHICLE FUEL	13,000	13,000	10,843.62	16.59%	59.44	5.00	10,789.18	17.01%		10,789.18	2,210.82	17.01%
2203	HEATING OIL	10,000	8,000	3,220.95	59.74%		0.00	3,220.95	59.74%		3,220.95	4,779.05	59.74%
2204	COPIER SUPPLIES	34,500	46,500	37,149.81	20.11%	1516.87	3,816.42	39,449.36	15.16%	921.09	40,370.45	6,129.55	13.18%
2205	LIBRARY MATERIALS SUPPLIES	13,000	25,000	22,380.70	10.48%		1,430.49	23,811.19	4.76%	0.00	23,811.19	1,189.81	4.76%
2206	MATERIALS ACCESS SUPPLIES	16,000	11,000	9,294.00	15.51%		253.04	9,547.04	13.21%	722.55	10,269.59	730.41	6.64%
2207	CRAFT SUPPLIES	5,500	5,500	3,916.14	28.80%	31.12	25.80	3,910.82	28.89%	91.63	4,002.45	1,497.55	27.23%
2208	OTHER OPERATING SUPPLIES	92,000	97,000	83,907.66	13.50%	1727.55	598.34	82,778.47	14.66%	4,374.93	87,153.40	9,846.60	10.15%
	TOTAL OPERATING SUPPLIES	200,000	230,000	189,937.84	17.42%	4,037.52	7,597.02	193,497.34	15.87%	8,174.27	201,671.61	28,328.39	12.32%
2301	MAINTENANCE SUPPLIES	18,000	14,000	10,330.87	26.21%	147.94	273.30	10,456.23	25.31%	566.08	11,022.31	2,977.69	21.27%
2302	REPAIR PARTS	17,000	13,000	9,173.99	29.43%	351.95	78.96	8,901.00	31.53%	397.13	9,298.13	3,701.87	28.48%
	TOTAL MAINTENANCE SUPPLIES	35,000	27,000	19,504.86	27.76%	499.89	352.26	19,357.23	28.31%	963.21	20,320.44	6,679.56	24.74%
	TOTAL SUPPLIES	300,000	296,700	235,368.60	20.67%	5,615.47	9,202.87	238,956.00	19.46%	10,638.92	249,594.92	47,105.08	15.88%

ALLEN COUNTY PUBLIC LIBRARY
INTERNAL BUDGETARY STATEMENT--GENERAL FUND ONLY
FOR THE YEAR-TO-DATE ENDED NOVEMBER 30, 1988

GL#	CATEGORY	1988 APPROPRIATION ADVERTISED	1988 APPROPRIATION CURRENT	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/87 (+)	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 11/30/88 (-)	ACCRUAL BASIS YEAR-TO-DATE ACTUAL	ACCRUAL BASIS PERCENT REMAINING	BUDGET BASIS OPEN ENCUMBRANCES	BUDGET BASIS YEAR-TO-DATE ENCUMBERED	BUDGET BASIS UNENCUMBERED BALANCE	BUDGET BASIS PERCENT REMAINING
**	OTHER SERVICES AND CHARGES **												
3101	CONSULTING	37,000	3,560	3,560.00	0.00%			3,560.00	0.00%	0.00	3,560.00	0.00	0.00%
3102	ENGINEERING & ARCHITECTURAL	5,000	45,500	45,710.75	-0.46%	3,264.00	0.00	42,446.75	6.71%	0.00	42,446.75	3,053.25	6.71%
3103	LEGAL SERVICES	2,500	6,000	4,388.25	26.86%	304.00	0.00	4,084.25	31.93%	0.00	4,084.25	1,915.75	31.93%
3104	PROGRAM PRESENTERS	5,500	5,500	1,616.50	70.61%		95.00	1,711.50	68.88%	50.00	1,761.50	3,738.50	67.97%
3105	TEMPORARY HELP SERVICES	47,000	27,000	12,244.16	54.65%	1,218.79	1,781.07	12,806.44	52.57%	0.00	12,806.44	14,193.56	52.57%
3106	OTHER PROFESSIONAL SERVICES	8,000	16,440	13,170.28	19.89%	72.51	1,013.60	14,111.37	14.16%	225.10	14,336.47	2,103.53	12.80%
	TOTAL PROFESSIONAL SERVICES	105,000	104,000	80,689.94	22.41%	4,859.30	2,889.67	78,720.31	24.31%	275.10	78,995.41	25,004.59	24.04%
3201	TELEPHONE SERVICE	85,000	83,000	69,315.23	16.49%	1,030.72	3,099.43	71,383.94	14.00%	0.00	71,383.94	11,616.06	14.00%
3202	POSTAGE & SHIPPING	58,000	64,000	58,489.36	8.61%	35.84	62.00	58,515.52	8.57%	0.01	58,515.53	5,484.47	8.57%
3203	TRAVEL & MEETINGS	26,000	26,000	21,376.36	17.78%		0.00	21,376.36	17.78%	0.00	21,376.36	4,623.64	17.78%
3204	RECRUITING	4,500	4,500	3,520.49	21.77%		0.00	3,520.49	21.77%	0.00	3,520.49	979.51	21.77%
3205	TRAINING & DEVELOPMENT	15,000	13,000	7,985.00	38.58%		0.00	7,985.00	38.58%	0.00	7,985.00	5,015.00	38.58%
	COMMUNICATION & TRANSPORTATION	188,500	190,500	160,686.44	15.65%	1,066.56	3,161.43	162,781.31	14.55%	0.01	162,781	27,719	14.55%
3301	PUBLICATION OF LEGAL NOTICES	700	700	250.00	64.29%		0.00	250.00	64.29%	0.00	250.00	450.00	64.29%
3302	OUTSIDE VENDOR PRINTING	9,000	9,000	6,213.87	30.96%	225.00	131.50	6,120.37	32.00%	126.00	6,246.37	2,753.63	30.60%
	TOTAL PUBLICATION & PRINTING	9,700	9,700	6,463.87	33.36%	225.00	131.50	6,370.37	34.33%	126.00	6,496.37	3,203.63	33.03%
3401	INSURANCE	110,000	110,000	38,955.00	64.59%	3,634.00	0.00	35,321.00	67.89%	0.00	35,321.00	74,679.00	67.89%
	TOTAL INSURANCE	110,000	110,000	38,955.00	64.59%	3,634.00	0.00	35,321.00	67.89%	0.00	35,321.00	74,679.00	67.89%
3501	NATURAL GAS	92,600	87,600	68,479.55	21.83%		0.00	68,479.55	21.83%	0.00	68,479.55	19,120.45	21.83%
3502	ELECTRICITY	272,000	297,000	277,813.12	6.46%		0.00	277,813.12	6.46%	0.00	277,813.12	19,186.88	6.46%
3503	WATER & SEWER	9,000	9,000	8,526.20	5.26%		0.00	8,526.20	5.26%	0.00	8,526.20	473.80	5.26%
3504	TRASH DISPOSAL	6,400	6,400	5,812.00	9.19%		527.00	6,339.00	0.95%	0.00	6,339.00	61.00	0.95%
	TOTAL UTILITY SERVICES	380,000	400,000	360,630.87	9.84%	0.00	527.00	361,157.87	9.71%	0.00	361,157.87	38,842.13	9.71%
3601	BUILDING REPAIR & MAINTENANCE	80,000	45,000	25,023.60	44.39%	139.39	2,717.00	27,601.21	38.66%	7,400.00	35,001.21	9,998.79	22.22%
3602	HVAC SERVICE	17,000	26,000	21,803.37	16.14%	1,953.50	215.65	20,065.52	22.82%	2,000.06	22,065.58	3,934.42	15.13%
3603	LANDSCAPING SERVICES	16,000	18,000	16,687.48	7.29%	0.00	0.00	16,687.48	7.29%	783.09	17,470.57	529.43	2.94%
3604	COMPUTER MAINTENANCE	135,000	135,000	110,216.75	18.36%	23,995.40	300.00	86,529.35	35.90%	9,467.50	95,996.85	39,003.15	28.89%
3605	COPIER SERVICE	25,000	29,000	25,769.39	11.14%	1,800.00	0.00	23,969.39	17.35%	1,207.00	25,176.39	3,823.61	13.18%
3606	VEHICLE SERVICE	23,000	23,000	17,407.47	24.32%	61.25	924.12	18,270.34	20.56%	1,588.65	19,858.99	3,141.01	13.66%
3607	OTHER EQUIPMENT SERVICE	50,000	68,000	61,152.59	10.07%	1,401.13	567.00	60,318.46	11.30%	6,593.55	66,912.01	1,087.99	1.60%
	TOTAL REPAIRS & MAINTENANCE	346,000	344,000	278,060.65	19.17%	29,350.67	4,731.77	253,441.75	26.33%	29,039.85	282,481.60	61,518.40	17.88%
3701	REAL ESTATE RENTAL/LEASING	2,700	2,760	2,530.00	8.33%		0.00	2,530.00	8.33%	1.00	2,531.00	229.00	8.30%
3702	EQUIPMENT RENTAL/LEASING	44,000	53,940	47,941.62	11.12%	1,466.24	750.00	47,225.38	12.45%	3,568.10	50,793.48	3,146.52	5.83%
	LEASING & RENTALS	46,700	56,700	50,471.62	10.98%	1,466.24	750.00	49,755.38	12.25%	3,569.10	53,324.48	3,375.52	5.95%

ALLEN COUNTY PUBLIC LIBRARY
INTERNAL BUDGETARY STATEMENT--GENERAL FUND ONLY
FOR THE YEAR-TO-DATE ENDED NOVEMBER 30, 1988

GLA#	CATEGORY	1988 APPROPRIATION ADVERTISED	1988 APPROPRIATION CURRENT	*------CASH BASIS------* YEAR-TO-DATE ACTUAL	PERCENT REMAINING	ACCRUAL TO CASH ADJUSTMT* ACCRUAL @ 12/31/87 +	ACCRUAL @ 11/30/88 -	*-----ACCRUAL BASIS-----* YEAR-TO-DATE ACTUAL	PERCENT REMAINING	----------BUDGET BASIS---------- OPEN ENCUMBRANCES	YEAR-TO-DATE ENCUMBERED	UNENCUMBERED BALANCE	PERCENT REMAINING
3901	DUES & MEMBERSHIPS	6,900	7,700	7,390.74	4.02%		0.00	7,390.74	4.02%	0.00	7,390.74	309.26	4.02%
3902	INTEREST ON TEMPORARY LOANS	50,000	26,000	7,795.48	70.02%		0.00	7,795.48	70.02%	0.00	7,795.48	18,204.52	70.02%
3903	TAXES & ASSESSMENTS	3,300	3,300	2,841.04	13.91%		0.00	2,841.04	13.91%	0.00	2,841.04	458.96	13.91%
3904	TRANSFER TO LIRF FUND	0	0	0.00			0.00	0.00		0.00	0.00	0.00	
3905	MATERIALS CONSERVATION SERVICES	50,000	37,500	32,575.81	13.13%	1,425.14	1,222.84	32,373.51	13.67%	0.00	32,373.51	5,126.49	13.67%
3906	COMPUTER SERVICES	110,000	118,000	102,384.64	13.23%	2,846.40	11,716.60	111,254.84	5.72%	2,870.13	114,124.97	3,875.03	3.28%
	TOTAL MISCELLANEOUS SERVICES	220,200	192,500	152,987.71	20.53%	4,271.54	12,939.44	161,655.61	16.02%	2,870.13	164,525.74	27,974.26	14.53%
	TOTAL OTHER SERVICES & CHARGES	1,406,100	1,407,400	1,128,946.10	19.78%	44,873.31	25,130.81	1,109,203.60	21.19%	35,980.19	1,145,083.79	262,316.21	18.64%
	*** CAPITAL OUTLAYS ***												
4401	FURNITURE & EQUIPMENT	222,710	103,464	89,778.99	13.23%	1,905.52	0.00	87,873.47	15.07%	2,334.00	90,207.47	13,256.11	12.81%
4403	COMPUTER EQUIPMENT	10,000	10,000	7,042.24	29.58%		0.00	7,042.24	29.58%	0.00	7,042.24	2,957.76	29.58%
4405	TELEVISION EQUIPMENT	10,000	89,599	47,249.81	47.27%		0.00	47,249.81	47.27%	32,198.05	79,447.86	10,151.14	11.33%
4407	VEHICLES	30,000	23,000	22,561.78	1.91%		0.00	22,561.78	1.91%	0.00	22,561.78	438.22	1.91%
4409	BUILDINGS	0	125,246	125,236.42	0.01%		0.00	125,236.42	0.01%	0.00	125,236.42	10.00	0.01%
4411	LAND	0	1,000	20.00			0.00	20.00		0.00	20.00	980.00	98.00%
	GENERAL FIXED ASSETS	272,710	352,309	291,889.24	17.15%	1,905.52	0.00	289,983.72	17.69%	34,532.05	324,515.77	27,793.23	7.89%
4510	BOOKS	1,431,895	1,391,895	945,355.43	32.30%	41,018.99	55,698.70	980,035.14	31.03%	98,150.20	1,078,185.34	313,709.66	23.98%
4520	PERIODICALS	200,000	200,000	191,753.03	4.12%	3,459.40	2,600.97	190,374.60	4.55%	4,709.40	195,084.00	4,916.00	2.10%
4530	NON-PRINT MATERIALS	160,000	160,000	104,131.16	34.92%	3,502.19	7,843.75	108,472.72	32.20%	17,476.20	125,948.92	34,051.08	21.28%
	TOTAL LIBRARY MATERIALS	1,791,895	1,751,895	1,241,239.62	29.15%	47,980.58	66,143.42	1,259,402.46	28.11%	120,535.80	1,379,938.26	371,956.74	21.23%
	TOTAL CAPITAL OUTLAYS	2,064,605	2,104,204	1,533,128.86	27.14%	49,886.10	66,143.42	1,549,386.18	26.37%	155,067.85	1,704,454.03	399,749.97	19.00%
	TOTAL EXPENDITURES	7,890,000	7,993,171	6,747,251.77	15.59%	256,886.82	234,829.10	6,725,194.05	15.86%	201,586.96	6,948,940.95	1,044,230.05	13.06%
	EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(677,428)	(782,599)	(1,481,839.77)		(256,910.82)	(234,829.10)	(1,458,758.05)		(201,586.96)	(6,948,940.95)	(1,044,230.05)	

NOVEMBER 98 - UNAUDITED
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ALLEN COUNTY PUBLIC LIBRARY
COMBINED BALANCE SHEET--ALL FUND TYPES AND ACCOUNT GROUPS
AT NOVEMBER 30, 1998

	GOVERNMENTAL FUND TYPES				FIDUCIARY FUND TYPE	ACCOUNT GROUPS		TOTALS: (MEMORANDUM ONLY)	
	GENERAL	SPECIAL REVENUE	DEBT SERVICE	CAPITAL PROJECTS	TRUST & AGENCY	GENERAL FIXED ASSETS	GENERAL LONG-TERM DEBT	NOVEMBER 30 1998	NOVEMBER 30 1997
ASSETS									
CASH ON DEPOSIT	29,400.66	2,627.40		1,336,932.30	3,331.92			1,372,291.38	3,571,393.83
CASH ON HAND	2,189.50							2,189.50	2,530.75
CASH WITH FISCAL AGENT			452.50					452.50	1,350.00
INVESTMENTS AT COST OR AMORTIZED COST				500,000.00				500,000.00	750,000.00
TAXES DUE FROM COUNTY GOVERNMENT								0.00	0.00
ACCRUED INTEREST				123.29				123.29	7,794.29
DUE FROM OTHER GOVERNMENTS								0.00	1,142.01
DUE FROM OTHER FUNDS			220,266.57					220,266.57	157,529.99
ACCOUNTS RECEIVABLE	9,000.00							9,000.00	0.00
FIXED ASSETS:								0.00	
LAND						1,427,900.48		1,427,900.48	1,427,900.48
BUILDINGS						7,782,544.69		7,782,544.69	7,782,544.69
LESS ACCUMULATED DEPRECIATION						(2,715,184.87)		(2,715,184.87)	
FURNITURE AND EQUIPMENT						4,521,118.32		4,521,118.32	3,481,937.81
LESS ACCUMULATED DEPRECIATION						(3,125,394.83)		(3,125,394.83)	
ACPL LIBRARY COLLECTION						26,302,216.48		26,302,216.48	26,015,861.72
AVAILABLE IN DEBT SERVICE FUND							220,266.57	220,266.57	464,529.87
AMT TO BE PROVIDED--RETIREMENT OF L/T DEBT & LEASES							3,735,317.43	3,735,317.43	3,860,470.91
AMOUNT TO BE PROVIDED--VACATION PAY LIABILITY							224,487.31	224,487.31	287,026.69
TOTAL ASSETS	40,589.56	2,627.40	220,719.07	1,837,055.59	3,331.92	34,193,298.99	4,180,071.31	40,477,685.84	47,734,211.13
LIABILITIES & FUND EQUITY									
LIABILITIES:									
ACCOUNTS PAYABLE	189,477.16	169.14		380.96				189,987.14	67,391.50
TEMPORARY LOANS/FINANCING	260,000.00							260,000.00	1,208,936.00
ACCRUED WAGES & BENEFITS	129,921.00						224,487.31	354,408.31	326,983.43
UNREMITTED WITHHOLDINGS	28,147.96							23,147.96	22,335.39
RECORD DEPOSITS PAYABLE	(45.00)							(45.00)	25,329.55
DUE TO OTHER FUNDS	220,266.57							220,266.57	157,529.99
LEASES PAYABLE	0.00						30,584.00	30,584.00	
MATURED BONDS PAYABLE								0.00	0.00
MATURED INTEREST PAYABLE			452.50					452.50	9,092.28
GENERAL OBLIGATION BONDS PAYABLE							3,925,000.00	3,925,000.00	4,325,000.00
TOTAL LIABILITIES	738,767.57	169.14	452.50	380.96	0.00	0.00	4,180,071.31	4,919,781.42	6,151,587.44
FUND EQUITY:									
INVESTMENT IN GENERAL FIXED ASSETS						34,193,298.99		0.00	
FUND BALANCES:								34,193,298.99	38,708,244.50
RESERVED FOR ENCUMBRANCES	201,586.96			1,437,018.04				0.00	
RESERVED FOR PREPAID ITEMS								1,638,597.02	1,732,246.75
RESTRICTED-SPECIAL REVENUE		0.00						0.00	0.00
DESIGNATED FOR DEBT SERVICE		2,518.26						2,518.26	374.75
UNDESIGNATED	(879,764.97)	(0.00)	220,266.57	347,654.43	3,331.92			220,266.57	465,186.57
								(546,762.62)	485,775.15
TOTAL FUND EQUITY	(678,178.01)	2,518.26	220,266.57	1,836,674.63	3,331.92	34,193,298.99	0.00	35,557,704.42	41,582,323.69
TOTAL LIABILITIES & FUND EQUITY	40,589.56	2,627.40	220,719.07	1,837,055.59	3,331.92	34,193,298.99	4,180,071.31	40,477,685.84	47,734,211.13

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UNAUDITED
NOVEMBER 88
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ALLEN COUNTY PUBLIC LIBRARY
COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES--
ALL GOVERNMENTAL FUND TYPES AND EXPENDABLE TRUST FUNDS
FOR THE YEAR-TO-DATE ENDED NOVEMBER 30, 1988

	GOVERNMENTAL FUND TYPES				FIDUCIARY FUND TYPE	TOTALS (MEMORANDUM ONLY)	
	GENERAL	SPECIAL REVENUE	DEBT SERVICE	CAPITAL PROJECTS	EXPENDABLE TRUST	YEAR-TO-DATE NOV 30, 1988	YEAR-TO-DATE NOV 30, 1987
REVENUES:							
AUTO EXCISE TAX	659,241.82		35,375.25			694,617.07	516,625.92
REAL PROPERTY TAX LEVY	4,034,410.97		222,123.01			4,256,533.98	5,681,273.61
INTANGIBLES TAX	54,242.47		2,986.64			57,229.11	60,943.44
USER FEES	210,904.17					210,904.17	199,119.45
INTERGOVERNMENTAL REVENUE	96,067.35	4,412.00				100,479.35	179,117.52
PARKING FEES	134,074.84					134,074.84	103,118.41
GIFTS & DONATIONS	2,947.08	11,534.41				14,481.49	3,291.24
INTEREST	36,721.79			116,372.23	43.21	153,137.23	189,475.86
OTHER REVENUES	37,625.59					37,625.59	41,455.55
TOTAL REVENUES	5,266,236.90	15,946.41	260,484.90	116,372.23	43.21	5,659,092.75	6,974,420.94
EXPENDITURES--CURRENT:							
COMPENSATION & BENEFITS	3,827,648.27	5,913.51				3,833,561.78	3,643,031.07
SUPPLIES	238,956.00	1,737.22		7,088.26		247,781.48	323,385.95
PROFESSIONAL SERVICES	78,720.31	886.00		24.00		79,624.31	98,885.83
COMMUNICATION & TRANSPORTATION	169,151.68			133.18		169,284.86	162,316.97
INSURANCE	35,321.00					35,321.00	119,639.68
UTILITY SERVICES	361,157.87					361,157.87	345,586.52
REPAIRS & MAINTENANCE	253,441.75			5,903.83		259,345.58	455,566.28
LEASING & MISCELLANEOUS SERVICES	211,410.99	135.00		311,583.52		523,129.51	208,948.65
EXPENDITURES--CAPITAL OUTLAY:							
GENERAL FIXED ASSETS	289,983.72	351.00		163,160.91		453,495.63	465,027.04
LIBRARY MATERIALS	1,259,402.46	6,017.31		26,402.46		1,291,822.23	1,197,095.78
EXPENDITURES--DEBT SERVICE:							
PRINCIPAL RETIREMENT			400,000.00			400,000.00	295,000.00
INTEREST CHARGES			272,297.54			272,297.54	269,251.46
TOTAL EXPENDITURES	6,785,194.05	15,034.04	672,297.54	514,216.16	0.00	7,926,741.79	7,583,654.33
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(1,458,958.05)	912.37	(411,812.64)	(397,843.93)	43.21	(2,267,659.04)	(609,233.39)
OTHER FINANCING SOURCES (USES):							
PROCEEDS OF G. O. BONDS						0.00	0.00
OPERATING TRANSFERS IN						0.00	359,529.09
OPERATING TRANSFERS OUT						0.00	(360,511.27)
TOTAL OTHER FINANCING SOURCES (USES):	0.00	0.00	0.00	0.00	0.00	0.00	(982.18)
EXCESS OF REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES	(1,458,958.05)	912.37	(411,812.64)	(397,843.93)	43.21	(2,267,659.04)	(610,215.57)
FUND BALANCES-JANUARY 1, 1988	788,407.50	1,315.03	632,677.21	1,234,709.40	3,288.71	3,058,272.47	3,284,423.47
FUND BALANCE ADJUSTMENTS FROM JAN 1	379.54	(184.14)		(272.40)		(0.00)	279,871.29
FUND BALANCES-NOVEMBER 30, 1988	(670,171.01)	2,518.26	220,865.57	1,836,674.67	3,331.92	1,264,613.43	2,874,079.19

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

December 29, 1988	)	
	)	
RESOLUTION TO ADOPT A REVISED	)	NO. 1988-41
BUDGET FOR THE LIBRARY OPERATING	)	
FUND FOR THE CALENDAR YEAR 1989	)	

RESOLVED, By the Board of Library Trustees, Allen County Public Library, Allen County, Indiana, that pursuant to a review of the library's published budget by the Local Government Tax Control Board, on December 13, 1988, the following revised budget, consisting of four pages, for the Library Operating Fund for the calendar year 1989 is hereby approved.

Adopted this 29th day of December, 1988, by the Board of Library Trustees of the Allen County Public Library.

Mary M. Koehlinger

Mary M. Koehlinger, President

C. Philip Andorfer

C. Philip Andorfer, Secretary Pro Tempore

RESOLUTION NO. 1988-41

ALLEN COUNTY PUBLIC LIBRARY

REVISED BUDGET FOR 1989
LIBRARY OPERATING FUND

1000	PERSONAL SERVICES	
1100	SALARIES	
1101	TIME WORKED	2,489,200
1102	OVERTIME	3,000
1103	VACATION	160,000
1104	SICK PAY	58,000
1105	DISABILITY PAY	5,000
1106	HOLIDAY PAY	70,000
1107	JURY DUTY	300
1108	DEATH IN FAMILY	2,500
1109	TRAVEL/MEETINGS	40,000
1110	SUNDAY PREMIUM	14,000
1111	TAXABLE FRINGE BENEFITS	0
1112	RELOCATION	4,000
	TOTAL 1100	2,850,000
1200	HOURLY WAGES	
1201	TIME WORKED	754,400
1202	OVERTIME	1,500
1203	VACATION	28,000
1204	SICK PAY	2,000
1205	DISABILITY PAY	1,000
1206	HOLIDAY PAY	15,000
1207	JURY DUTY	100
1208	DEATH IN FAMILY	500
1209	TRAVEL/MEETINGS	1,500
1210	MISCELLANEOUS	0
	TOTAL 1200	804,000
1300	SUMMER WAGES	
1301	TIME WORKED	45,000
1302	OVERTIME	0
	TOTAL 1300	45,000
1400	SHORT-TERM ACPL STAFF	
1401	TIME WORKED	22,000
1402	OVERTIME	0
	TOTAL 1400	22,000
1500	EMPLOYER PAID BENEFITS	
1501	EMPLOYER FICA	280,000
1502	UNEMPLOYMENT REIMBURSEMENT	5,400
1503	EMPLOYER PERF	135,000
1504	GROUP INSURANCE	200,000
	TOTAL 1500	620,400

TOTAL 1000 PERSONAL SERVICES		4,341,400
2000 SUPPLIES		
2100 OFFICE SUPPLIES		
2101	OFFICE SUPPLIES	48,000
	TOTAL 2100	48,000
2200 OPERATING SUPPLIES		
2201	CLEANING SUPPLIES	16,000
2202	VEHICLE FUEL	13,000
2203	HEATING OIL	10,000
2204	COPIER SUPPLIES	32,000
2205	LIBRARY MATERIALS SUPPLIES	34,000
2207	CRAFT SUPPLIES	4,500
2209	PROGRAMMING SUPPLIES	5,000
2210	PRINTING SUPPLIES	35,000
2211	OPERATING SUPPLIES N.E.C.	45,000
	TOTAL 2200	194,500
2300 REPAIR & MAINTENANCE SUPPLIES		
2301	MAINTENANCE SUPPLIES	17,500
2302	REPAIR PARTS	10,000
	TOTAL 2300	27,500
TOTAL 2000 SUPPLIES		270,000
3000 OTHER SERVICES & CHARGES		
3100 PROFESSIONAL SERVICES		
3101	CONSULTING	1,000
3102	ENGINEERING & ARCH. SERVICES	2,000
3103	LEGAL SERVICES	4,000
3104	PROGRAM PRESENTERS	4,000
3105	TEMPORARY HELP SERVICES	35,000
3106	OTHER PROFESSIONAL SERVICES	8,000
	TOTAL 3100	54,000
3200 COMMUNICATION & TRANSP. SERV.		
3201	TELEPHONE SERVICE	88,000
3202	POSTAGE & SHIPPING	64,000
3204	RECRUITING	4,500
3206	TRAVEL & TRAINING	37,000
	TOTAL 3200	193,500
3300 PRINTING & ADVERTISING		
3301	PUBLICATION OF LEGAL NOTICES	700
3302	PRINTING OTHER THAN OFC. SUPP.	9,000
	TOTAL 3300	9,700
3400 INSURANCE		

3401	INSURANCE	115,000
	TOTAL 3400	115,000
3500	UTILITY SERVICES	
3501	NATURAL GAS	94,000
3502	ELECTRICITY	265,000
3503	WATER & SEWER	9,500
3504	TRASH DISPOSAL	6,600
	TOTAL 3500	395,100
3600	REPAIRS & MAINTENANCE	
3601	BUILDING & STRUCTURES REPAIR	180,000
3602	HVAC SERVICES	20,000
3603	LANDSCAPING SERVICES	17,000
3604	COMPUTER MAINTENANCE	135,000
3605	COPIER SERVICES	26,000
3606	VEHICLE SERVICES	23,000
3607	OTHER EQUIPMENT SERVICES	55,000
	TOTAL 3600	456,000
3700	RENTALS	
3701	REAL ESTATE RENTAL	3,000
3702	EQUIPMENT RENTAL/LEASING	45,000
	TOTAL 3700	48,000
3800	DEBT SERVICE	
3801	LONG-TERM DEBT PRINCIPAL	0
3802	INTEREST ON LONG-TERM DEBT	0
	TOTAL 3800	0
3900	MISC. SERVICES & CHARGES	
3901	DUES & MEMBERSHIPS	7,500
3902	INTEREST ON TEMPORARY LOANS	50,000
3903	TAXES & ASSESSMENTS	3,500
3904	TRANSFER TO LIRF	0
3905	MATERIALS CONSERVATION SERV.	30,000
3906	COMPUTER SERVICES	115,000
3907	OTHER	0
	TOTAL 3900	206,000
TOTAL 3000	OTHER SERVICES & CHARGES	1,477,300
4000	CAPITAL OUTLAYS	
4400	EXP. FOR GEN. FIXED ASSETS	
4401	FURNITURE & EQUIPMENT	100,000
4403	COMPUTER EQUIPMENT	10,000
4405	TELEVISION EQUIPMENT	20,000
4407	VEHICLES	20,000
4409	BUILDINGS	0
4411	LAND	0
	TOTAL 4400	150,000

4500	EXP. FOR LIBRARY COLLECTION	
4510	BOOKS	1,296,941
4520	PERIODICALS	235,000
4530	NON-PRINT MATERIALS	180,000
	TOTAL 4500	1,711,941
TOTAL 4000 CAPITAL OUTLAYS		1,861,941
TOTAL BUDGET		7,950,641

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

December 29, 1988)
)
RESOLUTION TO ADOPT A REVISED BUDGET) No. 1988-42
FOR THE BOND AND INTEREST REDEMPTION)
FUND FOR THE CALENDAR YEAR 1989)

RESOLVED, By the Board of Library Trustees, Allen County Public Library, Allen County, Indiana, that pursuant to a review of the library's published budget by the Local Government Tax Control Board, on December 13, 1988, the following revised budget, consisting of one page, for the Bond and Interest Redemption Fund for the calendar year 1989 is hereby approved.

ALLEN COUNTY PUBLIC LIBRARY

REVISED BUDGET FOR 1989
BOND AND INTEREST REDEMPTION FUND

3800 DEBT SERVICE

3801 LONG-TERM DEBT PRINCIPAL	435,000
3802 INTEREST ON LONG-TERM DEBT	253,143
TOTAL 3800	688,143

Adopted this 29th day of December, 1988, by the Board of Library Trustees of the Allen County Public Library.

Mary M. Koehlinger

Mary M. Koehlinger, President

C. Philip Andorfer

C. Philip Andorfer, Secretary Pro Tempore

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

December 29, 1988	)	
	)	
RESOLUTION TO TRANSFER FUNDS	)	NO. 1988-43
TEMPORARILY FROM THE LIBRARY	)	
IMPROVEMENT RESERVE FUND TO THE	)	
BOND AND INTEREST REDEMPTION FUND	)	

WHEREAS, The current cash balance in the Bond and Interest Redemption Fund is insufficient to meet principal and interest payments on bonds due and payable January 1, 1989, and

WHEREAS, There will come into the treasury of the library during calendar year 1989 tax revenues sufficient to meet all principal and interest expenses of the library for the calendar year 1989,

RESOLVED, By the Board of Library Trustees, Allen County Public Library, Allen County, Indiana, that:

Section 1. In anticipation of the receipt of tax revenues noted above, a sum of money sufficient to meet the current deficit be temporarily transferred from the Library Improvement Reserve Fund to the Bond and Interest Redemption Fund;

Section 2. The sum so transferred shall be returned to the Library Improvement Reserve Fund not later than December 31, 1989.

Adopted this 29th day of December, 1988, by the Board of Library Trustees of the Allen County Public Library.

Mary M. Koehlinger

Mary M. Koehlinger, President

C. Philip Andorfer

C. Philip Andorfer, Secretary Pro Tempore

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

December 29, 1988)
)
A RESOLUTION TO TRANSFER APPROPRIATIONS) No. 1988-44
WITHIN THE OPERATING FUND)

WHEREAS, It has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget for the various functions of the Allen County Public Library, and

WHEREAS, It has been shown that certain existing appropriations now have unobligated balances which will not be needed for the purposes for which appropriated, it is therefore

RESOLVED, By the Board of Library Trustees, Allen County Public Library, Allen County, Indiana:

Section 1. That for the expenses of the public library the following sums of money are hereby appropriated and ordered set apart out of the several funds herein named and for the purposes herein specified, subject to the laws governing the same:

LIBRARY OPERATING FUND	AMOUNT APPROPRIATED
1103 Salaried Vacation.....	$ 6,000.00
1106 Salaried Holiday.....	$12,900.00
1107 Salaried Jury Duty.....	$ 250.00
1108 Salaried Death-In-Family.....	$ 450.00
1110 Salaried Premium Time.....	$ 1,550.00
1112 Salaried Relocation.....	$ 700.00
1201 Hourly Time Worked.....	$20,000.00
1202 Hourly Overtime.....	$ 5,250.00
1203 Hourly Vacation.....	$ 9,200.00
1204 Hourly Sick Pay.....	$ 100.00
1205 Hourly Disability Pay.....	$ 4,350.00
1206 Hourly Holiday.....	$ 2,050.00
1208 Hourly Death-In-Family.....	$ 200.00
1302 Summer Employees-Overtime.....	$ 50.00
1401 Short-Term Staff Time Worked..	$ 6,500.00
1504 Group Insurance.....	$ 6,000.00

2205	Library Materials Supplies....	$ 1,000.00
3106	Other Professional Services...	$ 3,000.00
3502	Electricity.....	$22,000.00
3607	Other Equipment Service.....	$ 2,000.00
3906	Computer Services.....	$20,000.00
4520	Periodicals.....	$30,000.00
	Total	$153,550.00

Section 2. That the following existing appropriations be reduced in the following amounts:

LIBRARY OPERATING FUND		AMOUNT REDUCED
1102	Salaried Overtime.....	$ 2,600.00
1104	Salaried Sick Pay.....	$10,900.00
1105	Salaried Disability Pay.....	$ 4,550.00
1109	Salaried Travel/Meetings.....	$ 4,800.00
1207	Salaried Jury Duty.....	$ 50.00
1209	Hourly Travel/Meetings.....	$ 500.00
1301	Summer Employees-Time Worked....	$ 4,950.00
1502	Unemployment Reimbursement.....	$ 3,000.00
2101	Office Supplies.....	$ 9,000.00
2203	Heating Oil.....	$ 4,000.00
2204	Copier Supplies.....	$ 2,000.00
2207	Craft Supplies.....	$ 1,000.00
2301	Maintenance Supplies.....	$ 1,500.00
2302	Repair Parts.....	$ 4,000.00
3104	Program Presenters.....	$ 3,000.00
3105	Temporary Help Services.....	$12,000.00
3203	Travel & Meetings.....	$ 2,000.00
3205	Training & Development.....	$ 4,000.00
3302	Outside Vendor Printing.....	$ 2,000.00
3401	Insurance.....	$23,700.00
3501	Natural Gas.....	$ 4,000.00
3601	Building Repair & Maintenance...	$ 5,000.00
3604	Computer Maintenance.....	$10,000.00
3902	Interest On Temporary Loans.....	$ 5,000.00
4510	Books.....	$30,000.00
	Total	$153,550.00

Presented to the Allen County Public Library Board, read in full and adopted this 29th day of December, 1988, by the following aye and nay vote.

Aye	Nay
Dean McMahan	
[illegible]	
Patricia E Riley	
[illegible]	
Mary M. Kiehlmeyer	
[illegible]	

HECKMAN
BINDERY INC.
MAY 91
N. MANCHESTER,
INDIANA 46962